Position title: Protected Area Law Enforcement (PALE) Manager

Reports to: Landscape Manager

Supervises: Protected Area Manager, Law Enforcement Technical Advisor, Consultant and/or Volunteer if needed

Location: Eastern Plains Landscape (EPL), Cambodia

Date: Jan 2020

Position Summary:
The Protected Area Law Enforcement (PALE) Manager acts as a leader and provides overall guidance, technical and managerial support, in terms of strategies, approaches and tactics, to the law enforcement teams in order that they are able to ensure effectively law enforcement and PA management. He/she is playing a leadership role in providing management and technical support through regular meeting, training, planning, mentoring, and coordination. The PALE Manager will be responsible for supervising and managing the overall law enforcement work in the Eastern Plain Landscape (EPL) with close consultation with EPL management.

I. Major Duties and Responsibilities:
1. Lead and manage PALE thematic activities - responsible of project planning, monitoring and evaluating, reporting, annual work plan and budget and work closely with project managers on budget coordination with accountabilities to finance team.
2. Supervise and lead the Technical Advisors and PA managers by reviewing individual work plan, managing performance, providing induction, training, coaching, mentoring and advice to ensure that they understand and carry out their responsibilities to the required standards.
3. Develop thematic annual and quarterly work-plan and budget, and report thematic progresses (MoFA and TPR)
4. Represent WWF Cambodia at landscape level on PALE by Liaising and coordinating with relevant stakeholders (Govt., NGOs...etc.), and to ensure that Government stakeholders are supportive to conservation effort. Moreover, to ensure that PAs comply CA|TS standards.
5. Be a member of senior management team for landscape team and regularly update all thematic managers and landscape Managers on the issues and progress on PALE and proposed for solution to landscape manager and/or conservation director.
6. Coordinate with TAs to ensure that lessons learnt and experience are shared between landscapes – set-up regular exchanges (knowledge, tools, etc.) with other landscape PA & law enforcement team.
7. Make sure all sensitive information immediately report to landscape manager and policy coordinator for appropriate intervention.
8. Assist landscape Manager and PD Manager in the development of project proposal.
9. Provide technical support to relevant units/department including policy, landscapes manager, thematic managers and country strategic team.

10. Develop Law Enforcement strategy for EPL in consultation with WWF relevant experts.


12. Additional duties and responsibilities as required by the landscape Manager.

II. Qualifications:

Education & Experience

- Bachelor’s degree in natural resources management, environmental or conservation management, or in relevant fields.
- At least 5-year experience in protected area management and law enforcement.
- Experience with strategy and program development.
- A thorough understanding of the environment/development interface in Cambodia as well as having a proven track record in implementing conservation programs, achieving goals and objectives for improving performance and environmental sustainability.

Skills & Abilities

- Must possess strong Project Management - planning, time management, coordination; People Management – coaching, mentoring, capability development, networking, building teams; and Financial Management – budgets, costing, cash flows skills.
- Report writing (TPR, MoFA...etc.)
- Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels of an international, multicultural and multilingual organization.
- Networking, coordination, and facilitation skills.
- Experience with strategy and programme development, including successful fundraising.
- Experience of working with Government officials, local communities and/or donors at all levels
- Experience engaging diverse stakeholders and extreme tact in dealing with sensitive matters.
- Experience in working in complex organisations and ability to lead and influence without formal authority. Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels in an international, multicultural and multilingual organization.
- Possess strong negotiation, influencing and communication skills. Has the ability to liaise with senior management staff, relevant staff in different functional areas, local communities, government agencies, governmental policy and decision makers, the business community, media, donors etc. all in a professional, positive manner.
- Decision making skills with strong business acumen and drive for results;
- Passionate about wildlife and conservation with the ability to galvanize the Network and broader community around a shared agenda;
- Experience with strategy and programme development, including successful fundraising.
- Good command of English language, both oral and written communication skills. Any other language, especially another Greater Mekong dialect is advantageous.
- Must be able to travel extensively and at times to do this with very short notice.
• Adhere to WWF’s values: Knowledgeable, Optimistic, Determined and Engaging.

• Role models WWF’s behaviours of Listening Deeply, Innovating Fearlessly, Collaborating Openly, and Strive for Impact.

III. Working Relationships:

1. **Internal** - works under the supervision of and reports directly to the landscape manager. Supervise staff, consultants or volunteers under thematic as deemed necessary. Liaise and contact with Wildlife Crime ACAI, Tiger High Impact Initiative related to Forest, PA, and Law Enforcement to provide inputs and seek supports when required. Interacts with WWF’s Network partners as necessary.

2. **External** - Interacts with government agencies national and provincial levels, private sector entities, civil society organizations, academic institutions, the media, etc.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Line Manager : ___________________________ Date: ______________

Reviewed & Approved by 2nd Line Manager : ___________________________ Date: ______________

Reviewed and Approved by HR Manager : ___________________________ Date: ______________

Accepted by Staff member : ___________________________ Date: ______________