



for a living planet®

**WWF-Cambodia**

21, Street 322,  
Boeung Keng Kang I,  
Phnom Penh, Cambodia  
P.O. Box: 2467

Tel: +855 23 218 034  
Fax: +855 23 211 909

[www.cambodia.panda.org](http://www.cambodia.panda.org)  
[www.panda.org/greatermekong](http://www.panda.org/greatermekong)  
[wwfcambodia@wwfgreatermekong.org](mailto:wwfcambodia@wwfgreatermekong.org)

## Job Description

**Position title:** Ramsar & Conservation Area Project Officer, WWF-Cambodia  
**Reports to:** Conservation Area Project Manager, Siphandone, Stung Treng, Kratie (SSK), WWF-Cambodia  
**Technical Report to:** N/A  
**Supervises:** None  
**Technically supervises:** N/A  
**Validity:** One year (Renewable)  
**Location:** Kratie Town, Cambodia

### Background

The Mekong River in Kratie and Stung Treng Provinces, as well as its three main tributaries the Srepok, Se San, and Se Kong and their catchments are the prioritized areas for conservation for the SSK Landscape of WWF Cambodia.

Located between the towns of Kratie and Stung Treng Province, a 56km stretch along the Mekong River known as Mekong Flooded Forest (MFF) is recognized as nationally and globally significant for its high biodiversity value. In 2013, the MFF was officially designated by the Ministry of Agriculture, Forest and Fisheries as a management and conservation site for biodiversity and fisheries resources.

The Stung Treng Ramsar site, designated in 1999, is one of the three Ramsar areas in Cambodia, under the management authority of the Ministry of Environment's General Department of Administration for Nature Conservation and Protection (GDANCP). This site extends approximately 37 km along the Mekong River between Stung Treng town and the border with Lao PDR.

### I. Major Function:

The position of Ramsar & Conservation Area Project Officer will be required to facilitate and coordinate planning, implementation, monitoring and reporting of enforcement activities in the Stung Treng Ramsar Site (STR) and the Mekong Flooded Forest (MFF), funded by WWF Cambodia. He/she will represent and coordinate activities of the WWF – Cambodia Freshwater Programme with the Stung Treng Government Departments, especially the Stung Treng Governor Office, Fisheries Cantonment, Environmental, Agricultural and Tourism Departments, River Guards of the Commission for Dolphin Conservation and Development of Ecotourism Zones, relevant NGOs, particularly key NGOs partners including CRDT, ABE and local communities.

### II. Major Duties and Accountabilities:

#### A. Technical Advisory and Technical Capacity Development 70 %

President: Yolanda Kakabadse  
Director General: James P. Leape  
President Emeritus:  
HRH The Duke of Edinburgh  
Founder President:  
HRH Prince Bernhard of the Netherlands

Registered as:  
WWF-World Wide Fund For Nature  
WWF-Fondo Mondiale per la Natura  
WWF-Fondo Mundial para la Naturaleza  
WWF-Fonds Mondial pour la Nature  
WWF-Welt Natur Fonds  
Also known as World Wildlife Fund



**for a living planet®**

- Work with the SSK Landscape Manager, the Conservation Area Manager, WWF Enforcement Technical Advisor (GMP), chiefs of river guards in Kratie and Stung Treng Stung Treng Environmental and Fisheries Department and Cantonment, and Provincial Authorities to develop common enforcement plan that will support patrolling and enforcement of the MFF and Stung Treng Ramsar site.
- Provide field support to River Guards, Fishery Ramsart & Enforcement Officers and Ministry of Environment Ramsart & Enforcement Officers, and community based rangers in the form of direct training, coaching, and other forms of capacity building in:
  - Station area management: including law enforcement planning and use of planning tools, patrol preparation and execution, and debriefing and reporting
  - General station management and maintenance
  - Ranger management and training
  - Equipment management and maintenance
- When possible, participate in joined patrols and field operations, and provide on-the-job support, training and capacity building to rangers including:
  - Basic law enforcement patrolling tactics
  - Adaptive patrolling and patrol related on-the-ground decision making
  - GPS, map reading and use
  - Provide technical support to data management officer in analysis, reporting, and review of the existing databases (SMART). Ensure proper use and filling up of SMART books
- Equipment use supervision support and training
  - Insure WWF Cambodia supported equipment is used according to regulations
  - Provide training and capacity building on equipment use and maintenance
  - Provide training on handling broken / lost equipment
- Ensure enforcement standards are meet through on-the-ground evaluation of:
  - Use of patrol planning tools and compliance to monthly patrol plans
  - Use of and compliance to patrol orders
  - Compliance to enforcement minimum standard

**B. Monitoring and Evaluation, Reporting 15 %**

- Provide support to the monitoring and evaluation of law enforcement activities in the SSK Landscape, including performance of law enforcement officers
- Provide assistance in the analysis of management and enforcement activities on a six monthly and annual basis and share results with concerned staff
- Provide regular data and information on the project sites to the GIS Officer in order to get updated land use maps.
- Produce progress of monthly and quarterly reports to Conservation Area Project Manager.

**C. Coordination and others technical specifics 15 %**

- Assist counterparts from the Ministry of Environment and the Stung Treng Ramsar Working Group Team Leader to complete the Stung Treng Ramsar Management Plan by providing technical inputs with regards to enforcement activities
- Support the SSK Manager and Conservation Area Manager to organise and facilitate meetings that support creation of the Stung Treng – Champassak Trans-boundary Fisheries Management Committee at provincial level.



**for a living planet®**

- Coordinate with Senior Community Fishery Project Officer implementation of the community fisheries activities and identification of prioritized sites for community fisheries establishment in the Stung Treng Ramsar Site.
- Performs other duties as requested by the Conservation Area Project Manager or SSK landscape Manager or his/her designee

### **III. Working Relationships:**

#### **1. Internal:**

The Ramsar & Conservation Area Project Officer will report directly to the Conservation Area Project Manager, WWF-Cambodia and will work closely with the Provincial Conservation Planning Coordinator, Community Outreach Officer, Community Project Officer, Senior Community Fishery Project Officer, and as well as with the WWF Enforcement TA (GMP level) and all Freshwater Conservation Staff and with the Finance and Administrative Staff of the WWF- Cambodia.

#### **2. External:**

The Ramsar & Conservation Area Project Officer will work in close co-operation with NGOs and government collaborative partners on a day to day basis and ensure activities of Wetland Conservation and Management in the Stung Treng Ramsar and Mekong Flooded Forest is collaborated with all relevant stakeholders and local authorities.

### **IV. Minimum Qualifications and Requirements:**

#### **1. Education and Qualification:**

- Relevant Bachelor Degrees in biodiversity conservation, natural resource management, land-use planning, and fisheries or forestry sciences.

#### **2. Knowledge:**

- Working knowledge of policy/institutional context in Cambodia
- Thorough understanding of key biodiversity issues in a conservation and development context in Cambodia
- Knowledge of conservation and law enforcement issues in the Greater Mekong Region, especially in Cambodia
- Understanding of policy and regulations in related fields in Cambodia
- Knowledge of relevant planning tools e.g. MIST and SMART

#### **3. Experience:**

- 3 years of practical experience in advising and or training in conservation and biodiversity protection law enforcement, or related field,
- Experience of working with government line agency staff in an advisory and or training role
- Experience working with NGOs and Government officials, local communities
- Proven experience and ability to apply conservation, land use and NRM planning skills in the field and with government agencies and local communities
- Experience in training and skills, knowledge and attitude transfer.

#### **4. General Skills**

- Exceptional communication skills in both Khmer and English;
- Fluency in written and spoken English and Khmer;
- Proficiency in MS Office, and database

#### **5. Technical Skills**

- Dedication to basic principles and objectives of biodiversity conservation and sustainable use of natural resources
- Coordination and facilitation skills
- Skills in partnership building, networking, and communicating with senior government officials and NGOs;



**for a living planet**

**6. Ability**

- Willingness to spend considerable time in remote outposts, forest campsites when conducting field training and coaching activities
- Ability to work effectively in a team and unsupervised;
- Ability to conduct training sessions and skills to facilitate workshops;
- Ability to use GPS, and collect mapping data in the field;
- Ability to travel by motorbike, boat and stay in remote areas;

**7. Personal qualities:**

- Patient
- Tolerant
- Flexible

**V. WWF's Mission and Values:**

1. It is part of every staff member's Job Description to contribute to **WWF's mission:**  
WWF's Mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:
  - *conserving the world's biological diversity*
  - *ensuring that the use of renewable natural resources is sustainable*
  - *reducing pollution and wasteful consumption.*
2. It is also part of every staff member's job description to embody WWF's **values**, We are:
  - **Engaging**  
Open, available, accessible
  - **Optimistic**  
Inspiring, positive, ambitious, successful
  - **Determined**  
Passionate, urgent, results-oriented
  - **Knowledgeable**  
Science and facts based, wise/smart, intelligent, expert