Job Description

Position title: Ecotourism Project Manager, Eastern Plains Landscape Project, WWF-Cambodia

Directly reports to: Landscape Manager, WWF-Cambodia

Technically Reports to: Community Engagement Project Manager

Supervises: N/A

Location: Sen Monorom, Mondulkiri province

Background

WWF has a long established presence in the Mekong region and building on a strong track record of conservation delivery over the last 20 years, has established both the credibility and presence to deliver conservation impact at all levels from provincial, to national to regional.

One of WWF’s programs in the region is the Eastern Plains Landscape (EPL) in northeast Cambodia. This landscape contains one of the largest continuous stretches of dry and semi-evergreen forests in Southeast Asia. This unique ecosystem, composed of mosaic pattern of natural habitats including season ponds and wetlands, supports a large population of endangered wildlife species such as tiger, wild elephant and wild cattle. To promote the conservation of this unique ecosystem and to ensure the security of the remaining habitat and the wildlife in it, WWF in partnership with the Forestry Administration of the Royal Government of Cambodia initiated the development of an ecotourism project in the area which will showcase a model of ecotourism in inside a protected forest which embodies the partnership of government, conservation NGOs, tourism industry and local communities. This three year project with funding from DANIDA specifically aims to a) support the development and promotion of community based ecotourism guidelines; b) strengthen partnership between local communities and private sector in operating ecotourism projects; c) strengthen capacities of civil society and relevant government institutions in linking natural resource management, voluntary sustainability initiatives and livelihood improvement.

I. Major Function

The Ecotourism Project Manager for Eastern Plains Landscape Ecotourism Project acts as the focal point to address all ecotourism related technical matters of the EPL project and is the key to produce technical report/positioning paper for relevant project. He/she is accountable for designing technical program initiatives for resource mobilisation of the relevant project.
II. Major Responsibilities

A. Action Plan Development and Implementation
   - Provide inputs to conservation action plan at country level
   - Implement and monitor the activities as defined in the action plan

B. Work Plan Development and Implementation
   - Confer with the Landscape Manager, Community Engagement Project Manager, and counterparts to develop annual and quarter/six month work plans based on the project budget and project (3) year work plan
   - Lead in the development, monitoring, review and update of the project activity work plan, including supervision of field-activities where appropriate
   - Monitor progress against activity work plan to ensure that the ecotourism project attains its objectives as cost-effectively and efficiently as possible

C. Strategy Development and Implementation
   - Provide technical guidance and support to the development, review and update of WWF – Cambodia Conservation Action Plan
   - Design technical project initiatives to support broader project - related goals and provide inputs to project proposals when required

D. Overall Management
   - Effectively supervise the management of all project resources
   - Work with financial staff for budget preparation for the activities of the project in charge, monitoring, and reporting activities; guarantees the financial integrity and accountability of project budgets
   - Coordinate closely with all key stakeholders (national and international organisations) to ensure the smooth implementation of project activities and create synergy and cooperation between projects
   - Coordinate linkages and work programmes with Government counterparts and seek cooperation with other relevant projects: provincial, national and NGO-supported
   - Facilitate donors and VIP visit to project sites and coordinate and organize in-country and international study tours and field visits
   - Address all ecotourism technical matters requested by EPL staff, especially Community Engagement Team project staff of WWF-Cambodia
   - Identify technical competency gap of WWF-Cambodia EPL staff on ecotourism development and project management for WWF-Cambodia and work with the HR Manager and Community Engagement Project
Manager to develop training plans to address the technical capacity gap

- Develop and maintain database of all technical reports, presentation, maps, data and information, pictures produced by the component as well as list of organisations and companies working in related fields in EPL.

- Develop the technical competency on ecotourism management of the project in charge by providing training, coaching, and advice to managers, staff, and civil society and government partners of WWF-Cambodia including the Cambodia Community based Ecotourism Network (CCBEN)

- Support market research to identify potential ecotourism markets and products that can be applied within the Mondulkiri context

**E. Partnership Development and Networking**

- Support market research to identify potential ecotourism markets and products that can be applied within the Mondulkiri context

- Facilitate the development and implementation of productive partnerships between community ecotourism groups and the private sector

- Assist the three community ecotourism groups in promotional and marketing of ecotourism products and services to the private sector

- Design project activities that promote responsible tourism, sustainable natural resource management and community benefit sharing to relevant stakeholders and project partners and to support broader project-related goals

- Advocate as ecotourism technical expert on behalf of organisation's goal in the WWF–Cambodia Ecotourism project.

- Facilitate exchange of lessons learned and best practices

- Develop and maintain effective contacts with a wide range of external organisations and individuals who can assist in the conservation and ecotourism activities particularly in the development and promotion of community based ecotourism and ecotourism guidelines at National and Provincial levels.

- Attend meetings and fora in relevant fields to promote the Mondulkiri Ecotourism project and plans

- Provide support to the project partners in the development and promotion of ecotourism strategy for Mondulkiri including development and implementation of guidelines, and monitoring and evaluation schemes

**F. Monitoring and Evaluation, Reporting**

- Monitoring and evaluation of EPL ecotourism project

- Prepare six-monthly and annual technical progress reports to monitor all
technical, financial and administrative aspects on the utilization and impact of all resources made available to the ecotourism project and ensure all report requirements are met

- Review and edit reports made by consultants if required
- Disseminate the technical report among the public sector institutions and regulatory bodies
- Provide regular reports and analysis on the project to the Country Director, Conservation Programme Manager to facilitate continuous improvement

G. Communications
- Work in close coordination with the relevant communications staff of WWF-Cambodia to communicate issues and achievements of the project to defined target audiences

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.

III. Working Relationships

1. Internal
   - WWF-Cambodia: Work closely with project staff, Conservation Programme Manager, Landscape Manager, and Community Engagement Project Manager
   - WWF Network: Work with the regional DANIDA coordinator, the WWF-Vietnam ecotourism officer and the focal point person in WWF-Denmark.

2. External
   - Interact with donors, Government, partners, communities, other NGOs with an interest in ecotourism,

IV. Requirements

1. Education and Qualification
   - Master’s degree in natural resources management, environmental or conservation management, development studies, tourism management, or in technical fields in charge

2. Knowledge
   - Expert knowledge in ecotourism development particularly in rural areas and, preferably, working with minority groups.
   - Knowledge of the realities of development partners, donor institutions, government agencies, and the not-for-profit sector in Cambodia.
Knowledge of DANIDA and WWF policies on poverty and conservation, civil society, human rights is an asset.

- Understanding of policy and regulations in related fields in Cambodia.
- Familiarity with the project area

3. **Experience**

- 5 years of practical experience as project manager for a programme or project in a related field, 2 years of which should preferably be in Cambodia.
- Demonstrated expertise in business planning and marketing for SMEs, preferably in the (eco)tourism sector,
- Experience of working in international and/or non-governmental agencies would be an advantage.

4. **General Skill**

- Influencing
- Persuasive, firm, well-mannered and good negotiator
- Presenting and communications
- Planning and organisation
- Networking and interpersonal
- Fluency in written and spoken English and Khmer language is an advantage
- Proficiency in MS Office

5. **Technical Skill**

- Coaching and capacity building/development
- Report writing
- Analysis and research

6. **Ability**

- Working well with and contributing effectively to a multicultural team
- Working independently in remote areas
- Working on own initiative with minimum supervision and staying on task

7. **Personality**

- Dynamic
- Sociable

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

1. It is part of every staff member's terms of reference 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 terms of reference to embody WWF's values, which are: Passionate and Optimistic, Challenging and Inspiring, Credible and Accountable, Persevering and Delivering Results.