



for a living planet®

**WWF- Cambodia**

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*Annex I*

**JOB DESCRIPTION**

<b>Position title:</b>	Ecotourism Project Officer, Eastern Plains Landscape, WWF–Cambodia
<b>Directly reports to:</b>	Conservation Area Manager, Eastern Plains Landscape, WWF–Cambodia
<b>Technical report to:</b>	N/A
<b>Supervises:</b>	All Community Base EcoTourism (CNET) site members
<b>Validity:</b>	One year (renewal)
<b>Location:</b>	WWF-Mondolkiri Office, Cambodia

**Background**

WWF has a long established presence in the Mekong region, starting in 1990 and now including Cambodia, Laos, Thailand and Vietnam.

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

The Eastern Plains Landscape (EPL) of Cambodia is recognised as a site of global biodiversity importance and is a top priority landscape within the Lower Mekong Dry Forests Ecoregion. At the heart of this landscape are two critical protected areas, where WWF has been active for more than 10 years.

Mondulkiri Protected Forest (MPF >3,600 km<sup>2</sup>) and Phnom Prich Wildlife Sanctuary (PPWS, 2,225 km<sup>2</sup>) contain a wide diversity of rich forest habitats – and are typified by the open canopy dry deciduous forest with its tall grass under-story. These forests are home to many endangered species including Asian elephant, leopard, banteng, Siamese crocodile, and Eld’s deer as well as several endangered large water birds and vultures.

The EPL is facing significant development pressures from land conversion, mining, infrastructure development and through wildlife trade. WWF’s current focus in the EPL is to support protected area management and biodiversity conservation through community engagement in natural resource management and through the development of alternative livelihoods – ecotourism as one livelihood option.

**I. Major Function**

The Ecotourism Project Officer will assist in the delivery of capacity building initiatives and product development in line with community based eco-tourism goals and objectives.

**II. Major Responsibilities**

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



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- Assist conservation area manager in, and or deliver community ecotourism trainings as required, e.g. basic record keeping, financial management and monitoring, enterprise development, and others;
- Coordinate project meetings, events, and workshops logistics;
- Share eco-tourism related knowledge and skills internally amongst WWF- Cambodia staff
- Build skills within community ecotourism groups to effectively develop ecotourism products, host tourists, and engage with the private sector;
- Assist conservation area manager in the design of community level ecotourism knowledge products and training materials
- Work closely with the Community Engagement Team (CET) to promote community based ecotourism products, services, and promotional materials
- Update the Community Based Eco-tourism (CBET) Dei Ey website, and provide 'liaison' assistance between CBET groups and tourists;
- Assess and map eco-tourism resource assets in cooperation with stakeholders and WWF-Cambodia staff;
- Provide training to local community guides on effective guiding, ensuring proper preparations and precautions; are taken for safety and security reasons, and visitor orientations on the EPL and good codes of conduct; and
- Work with local guides in developing interpretive signs in trekking areas and mappings of the eco-trails.

### **III. Working Relationships**

#### **1. Internal**

Ecotourism Project Officer will work closely with CET team and all eco-tourism group members, and report directly to the Conservation Area Manager and or Eastern Plains Landscape Manager.

#### **2. External**

Ecotourism Project Officer may be required to engage with donors and the private sector during site visits and or in line with expressions of interest.

### **IV. Requirements**

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

- Degree in business management and ecotourism development or any related fields
- Qualifications in project management and implementation or its equivalent

#### **2. Knowledge**

- Knowledge of the tourism industry - especially small scale eco-tourism enterprises
- Knowledge of Eco-tourism local guiding and of tour operators
- Knowledge of showing genuine interest in helping local people develop skills, and in the conservation and protection of Cambodia's natural resources.

#### **3. Experience**

- 3 years experience in the similar role or in implementing eco-tourism projects with multiple partners
- Outstanding experience in community based training



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**4. General Skill**

- Fluency in English is required and Khmer language
- Excellent verbal communication skills.
- Basic skills in use of MS Word, and MS Excel

**5. Technical Skill**

- Financial acumen

**6. Ability**

- Good commitment and strong determination living and working with CBET members
- Ability to work independently and focus on specific milestones

**7. Personality**

- Team worker
- Patient and tolerant
- Flexible
- Honest, hardworking, and reliable.
- Persistent

**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