



## JOB DESCRIPTION

**Position:** Country Director

**Work Location:** This position is based in Phnom Penh, with periodic travel to work in other work locations, districts, and provinces as required.

**Country Program/Sector:** WCS Cambodia Program

**Position Type:** Full-Time

**Expected travel:** Periodic travel to work in other work locations, districts, and provinces as required.

**Responsible to:** The position will report to the Regional Director, Greater Mekong Program

**Background:** The Wildlife Conservation Society (WCS) is a US-based, nonprofit global conservation organization that saves wildlife and wild places worldwide through science, conservation action, education and inspiring people to value nature. In partnership with Cambodia's Ministry of Environment (MoE) and Ministry of Agriculture, Forestry and Fisheries (MAFF), the WCS Cambodia program has been conserving Cambodia's natural heritage since 1999. WCS Cambodia works across five landscapes in 9 provinces, empowering communities and supporting government agencies to protect natural habitat and globally threatened wildlife. With over 200 employees throughout Cambodia, we work with local partners across our sites. Our partners Ibis Rice and the Sam Veasna Centre improve the livelihoods of the communities that we work with through agriculture and ecotourism in a way that is beneficial to biodiversity.

### Position Objectives:

\* Oversee WCS's Country Program in Cambodia. Establish program priorities, strategy, and approaches; develop and implement projects; coordinate financial and administrative support for various field projects and for the program as a whole; facilitate communication and coordination with the WCS Regional and New York offices.

\* Promote conservation in Cambodia among national government, provincial government, international agencies, and other non-governmental organizations; and influence policies that promote the long-term persistence of wildlife and wild lands in Cambodia.

### Major Responsibilities:

- Establish WCS Cambodia Country Program priorities, strategy, and approaches. Implement and support existing and established projects; develop and implement new projects and country initiatives as appropriate.
- Hire, train, and assist field staff in their projects; promote teamwork and provide feedback to staff; ensure proper collection, analysis and publication of field data; review and evaluate field reports and project documents.

- Act as liaison between WCS and the Royal Government of Cambodia, WCS and local partners, WCS and other international agencies active in Cambodia and between WCS-Cambodia and other parts of WCS. Attend relevant national and regional meetings, workshops, strategy sessions, government events, etc.
- Oversee the Operations Manager in administrative and financial planning and processes; providing direction and guidance to senior administrative and finance staff as needed.
- Oversee the production of reports and other required documents (e.g., workplans, implementation plans, activity reports, and financial reports) for WCS and donors on schedule.
- In collaboration with other relevant WCS staff maintain involvement in the raising of financial support for projects. Develop proposals and participate in fund-raising activities; maintain contact with donors and ensure timely reporting with funding sources.
- Promote wildlife conservation in Cambodia with national and provincial government agencies, donors and other non-governmental organizations through meetings, speaking engagements, media interviews, writing, and general communications. Direct international attention to biodiversity conservation priorities in Cambodia, and influence policies that promote their long-term persistence.
- Contribute to, enlarge and uphold the Society's policies towards Equal Employment Opportunities for women, minorities, veterans, the handicapped, and other protected groups.

### **Professional Requirements**

- Minimum of master's degree or equivalent experience in a discipline related to natural resources management, Sustainable development, or international/ rural development studies.
- Minimum of ten years of progressively responsible experience in natural resources management, sustainable development, and/or other environmental assistance or related work in developing countries. Experience working as country/executive director for similar organization is an advantage.
- Proven knowledge and experience with government agencies or government relations, and knowledge of international conservation policy issues (including environmental treaties).
- Proven ability to build capacity and direct initiatives in community-driven natural resource management, field research, conservation biology, conservation advocacy, and project management.
- Proven ability to develop and maintain an extensive network of high-level contacts with government officials, multi-lateral and bilateral technical and financial partners; demonstrate tact and negotiation skills.
- Demonstrated ability to work effectively as a member of multiple multidisciplinary teams and ability to effectively communicate and provide guidance to WCS teams and partners.
- Excellent interpersonal, problem-solving, and diplomatic skills, and the ability to effectively negotiate and achieve balanced solutions to complex development problems.
- Fluency in English and Khmer (read, write and speak) for the precise and accurate communication, reporting on, preparation and review of protected areas and natural resources management documents.