

**Wildlife Conservation Society (WCS)  
Cambodia Program**

**JOB DESCRIPTION**

Name :  
Position : Keo Seima Project Manager  
Project : Keo Seima Landscape  
Duty station : Senmonorom town, Mondolkiri  
Expected Travel : Occasional travel to Phnom Penh  
Report to : Keo Seima Landscape Technical Manager  
Supervises : Operations Manager, Law Enforcement Liaison Manager

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**Background:**

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 and based in New York, that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. The WCS Country Program in Cambodia, is a relatively large, vibrant program with long-term programs in four major forested and/or wetland landscapes: Eastern Plains, Northern Plains, Major Rivers, and Tonle Sap.

The Keo Seima Wildlife Sanctuary (KSWs) consists of nearly 300,000 ha of lowland and hill semi-evergreen and deciduous forest. It supports globally significant primate and bird populations. Nearly 30,000 people live on the edge of or inside the protected area, many of them ethnic Bunong. Following the loss of forest to the south and west, KSWs is now located on a deforestation frontier. The protected area has been a REDD+ project for 13 years, generating and selling a significant volume of carbon credits.

The challenge now is to prevent deforestation and maintain the integrity of KSWs in the face of the mounting threats. The 5-year Keo Seima Strategy was developed in 2021 to achieve this goal, by motivating and inspiring government, local communities, and civil society to value and protect KSWs.

**Position Summary:**

The Keo Seima Project Manager will support the Landscape Technical Manager in the technical and operational implementation of the Keo Seima Strategy: a 5-year, REDD+ funded landscape strategy, that builds on nearly 20 years of WCS support to communities and government in the Eastern Plains Landscape.

The Keo Seima Project Manager will support the Landscape Technical Manager in overall project implementation, especially law enforcement and sub-national government liaison for forest protection intervention and maintain all required procedural standards for field activities under the Keo Seima Strategy, and lead on facilitating collaborative project activities with national (MoE) and provincial level stakeholders (PDOE) and KSWs authorities on a regular basis. The position will also support the Landscape manager in managing the day to day office operation.

**Major Responsibilities:**

- Support the Landscape Technical Manager through coordination of all aspects of the project (including developing and maintaining annual/monthly work plans, guidance on implementation and procedural requirements/standards for working with national and sub national authorities relating to the Keo Seima REDD+ project);
- Close working partnership with the Landscape Technical Manager and WCS Country Director on all aspects of KSWs REDD+ project implementation;
- Provide daily support to project staff and partners on monitoring and evaluation, to identify emerging issues, understand implementation challenges and achievements;
- Lead on implementation of project activities involving national and sub-national stakeholders (MoE, PDoE, KSWs authorities, and Provincial Government);
- Collate and maintain records of information from field teams on REDD+ project achievements and challenges to facilitate timely reporting and visibility;
- Produce monthly and quarterly consolidated reports on project activities (in Khmer) for submission to national and sub-national stakeholders (MoE, PDoE, KSWs authorities, and Provincial Government), as well as any other ad hoc reports required;
- Support the Landscape Technical Manager in the development of improved operational systems/processes in the WCS Mondolkiri Office, specifically supporting the finance team (in processing advance requests for approval, reconciliations, etc.) and the operations team (human resources, admin and logistics) in the administration of the project to achieve time and resource efficiencies, and full compliance with all WCS policy regulations;
- Support the Landscape Technical Manager and Operations Manager and Project Finance Officer to review program budgets and monitor expenditure;
- Close support to the Law Enforcement Liaison Manager in their work and cooperation with the PDoE and local authorities to improve the effectiveness of law enforcement implementation in KSWs;
- Support USAID Morodok Baitang (UMB) in collaborative implementation of agreed activities within KSWs, oversee monthly advance request signed off by the Landscape Technical Manager prior to submission to UMB Chief Of Party;
- Oversee implementation of all project activities implemented by WCS staff and sub grantees.

**Minimum Requirements:**

- A minimum of 10 years' experience of project management and administration ideally in the conservation sector or a related sector; specific experience in field of PA management and/or PA law enforcement preferred.
- Graduate degree or equivalent experience in a related field.
- Experience working at a senior management level on large grants, including working with complex consortium or dealing with partnership relationships.
- Knowledge of small grant contracting procedures, including financial and narrative reporting requirements an advantage.
- Knowledge of logical framework planning and monitoring methodologies.
- Proven ability to manage, guide and support staff of different capacities.
- Good communication and presentation skills, ability to persuasively convey the mission of WCS to diverse groups, especially local stakeholders and constituents.
- Verbal and written skills in Khmer and English to high standards.