

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

**JOB DESCRIPTION**

**Position Title:** SMART Administration  
**Location:** Senmonorom, Mondulkiri Province  
**Department:** GIS Department  
**Report To:** SMART Team Leader

**Position Summary:**

The SMART Administration provides technical support to (1) help SMART Team Leader to get SMART Connect rollout for Keo Seima Conservation project which collaborates with Department of Terrestrial Protected Area Conservation Eastern Plain Mekong (MOE/GDANCP) and Mondulkiri Provincial Department of Environment (PDOE), (2) implement SMART Mobile and CyberTracker for Law Enforcement (LE), Research and Community Protected Area Patrol (CPAP) Teams on the ground and hands on expertise to the field data collectors, through training, planning, storing information, reporting and coordination. He/she will manage and administrate the Spatial Monitoring and Reporting Tool work in Keo Seima Wildlife Sanctuary (KSWS). He/she will work with WCS Law Enforcement Advisor, SMART team leader and government counterparts to keep tracking the court cases.

**Duties and Responsibilities:**

1. Provide technical support to rangers, team leader, research team, community patrol team in the form of direct training, coaching, and capacity building on SMART
  - Provide the support in designing and delivering the basic training program as require (GPS, map skill, SMART, Mobile Data Collection Application etc.,)
  - Support the SMART LE teams in the planning of LEM/SMART support activities
  - Coordination and cooperation with site Law Enforcement Technical Advisor
  - Effective coordination with government counterparts and other concern government authorities.
  - Collaborate with PDoE and MoE/GDANCP to rollout SMART Connect for Eastern Plain
  - Ensure that SMART Data is well and correctly collected/recorded
  - Equipment management and maintenance
2. GIS/SMART and IT
  - SMART data analysis for KSWS
  - Support the efficient task related to SMART and IT
  - Implementing and support the use of SMART Mobile App and CyberTracker to patrol team (Law Enforcement, Research and Community Protected Area Patrol Team)
  - SMART Connect Sever management/maintenance for KSWS
  - Troubleshooting issue with SMART database/software, and data collection application
  - Keep up-to-date on development of SMART software and SMART Mobile App software
3. Cases tracking
  - Working admin or director of the protected area to copy/scan the documents related to the arrested/court cases
  - Record the numbers and amount of fined cases if possible
  - Keep tracking the court/prosecuted cases

- Collaborate with compliance unit

**Qualifications:**

- Bachelor's in Computer Science, Geographic Information System and/or natural resource management
- Two years of experiences with information technology
- Experiences with natural resources management or conservation
- Strong interest in protecting the natural resources in Cambodia
- Willing to spend considerable time in remote area, forest campsites when conducting field training and coaching activities.
- Good commitment and working well with and contributing effectively to a multicultural team
- Good command of English language
- Willing to obtains new skill

**Expected outputs:**

- Well managed the SMART database and SMART Connect for KSWs
- Supports the SMART activities in KSWs
- SMART standards and procedures understood and followed by field staff

**Responsible to:**

- SMART Team Leader
- KSWs Law Enforcement Technical Advisor

As well any and all other work assignments, duties, and/or functions as WCS or its management may designate or instruct in the course of its operation, which may include assignments, duties, and/or functions that vary from the above.