

**Wildlife Conservation Society
WCS Cambodia Program**

TERMS OF REFERENCE

Position : SMART Officer
Project : FAO Project
Location : Phnom Penh with frequent travel to the province
Time period : 01st March to 31st December 2021
Report to : National SMART Manager

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Position Summary:

SMART Officer will provide technical support and monitoring on the SMART activities for FiA SMART Project. He/she will primarily be responsible for assisting SMART Manager to implement activities focused on building capacity of FiA staff in the use of monitoring techniques: SMART Mobile, SMART data management, and SMART Connect for the inland fisheries.

Duties and Responsibilities will be as follows:

- Technical support on SMART database management for the project to ensure that the data are collected and entered correctly, and the reports are produced on time for supervisor, project manager and technical advisor.
- Provide prompt technical assistance to solve technical problems with SMART Mobile application instated in rugged smartphone
- Assist Supervisors, Project Managers, and Technical Advisors in identifying management interventions using SMART outputs and organizing any compulsory document related to SMART works.
- Assist the training/refresher training to the project
- Update the SMART database for all sites and synchronize those into the master database in Phnom Penh office.
- Provide follow up meeting with the project to make sure data is being recorded and collected correctly and do the monthly meeting report.
- Keeping up-to-date on SMART software development
- Any other assignments as required from supervisor.

Expected outputs:

- A well-maintained SMART database for the project.
- Routine and special reports as needed.
- Field trainings provided to field patrol data collector as required.
- Recommendations for SMART provided.

Report to:

- SMART Manager
- Project Manager
- Technical Advisor

QUALIFICATIONS AND EXPERIENCES:

- At least Bachelor's in natural science and/or spatial monitoring;
- One to Two years' experiences working in a similar position, in particular experience of protected area management in Cambodia;
- Experience with natural resources management or conservation;
- Strong interest in protecting the natural resources of Cambodia;
- Computer skills mandatory, proficient in MS Office;
- Strong analytical and interpretative problem solving skills;
- Willing to spend considerable time in remote areas, forest campsites when conducting field training and coaching activities;
- Strong leadership and interpersonal skills, solid programming, strong coaching, and planning skills;
- Good communication skills;
- Good commitment and working well with and contributing effectively to a multicultural team;
- Good command of English language;
- Willingness to obtain new skills.

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.