

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

JOB DESCRIPTION

Name :
Position : WCS Northern Plains Landscape Project Manager (USAID GPL Project)
Project : Northern Plains Landscape
Duty station : Preah Vihear Province
Report to : WCS Operations Manager and USAID GPL Chief of Party (COP)

BACKGROUND:

The Wildlife Conservation Society (WCS) is a world leader in on-the-ground wildlife conservation. Founded in 1895 as the New York Zoological Society, WCS is an international organization dedicated to conserving and protecting the Earth's wildlife and ecosystems. WCS has been working in partnership with the Royal Government of Cambodia since 1999, providing technical advice and support for the conservation of key habitats and species across the country. Within the Northern Plains Landscape our collaborative projects with the Ministry of Environment focus on law enforcement, eco-tourism, biodiversity monitoring and community land use planning which are funded by a wide range of bilateral, multi-lateral and foundation donors.

PURPOSE OF POSITION:

The primary objective of the position is to establish and oversee efficient Project management systems for the implementation of the USAID Greening of Prey Lang Project (USAID GPL) and USAID GPL field office in Tbeng Meanchey Town in the Northern Plains Landscape, Preah Vihear Province. The position is a management position that will work closely with the WCS Landscape Technical Advisor, WCS NP finance and Admin. Officer, Provincial department of Environment (PDOE) and reports to the WCS Country Director and USAID GPL Chief of Party.

Expertise in the following areas is desired:

- Good appreciation and understanding of working with the Royal Government of Cambodia at sub-national, and national level.
- Knowledge and experience of working with the Department of Environment (DoE) and USAID.
- Experience in NGO project management and implementing programs in Cambodia.
- Experience in the development and implementation of PA zonation and management plans.

The key role of the Northern Plains Landscape Project Manager (USAID GPL Project) will be to liaise and work with the USAID GPL headquarters office, WCS Cambodia Head office and Preah Vihear Provincial Government on all necessary levels of USAID project management. These activities will have to be carried out in a logistically challenging environment.

DUTIES AND RESPONSIBILITIES:

GENERAL :

- Ensure efficiency in budget management of WCS Cambodia program grants, advising the field program technical advisor and project managers of any problems or weakness in financial controls and procedures, and Donor specific requirements and regulations.
- Strengthen and document grant compliance policies and procedures
- Ensure that highest standards of financial integrity and budgeting processes are followed

MAJOR DUTIES:

- 1) Through WCS's existing Northern Plains landscape project, coordinate the overall planning, implementation and management of the USAID GPL Project in Preah Vihear, in accordance with USAID GPL and WCS policies and procedures. Approval of work plans and budgets, and contractual agreements under the project.
- 2) Maintain efficient working relationships with the MoE representatives and USAID GPL project
- 3) In full coordination with the WCS Landscape Technical Advisor, maintain relationships with local stakeholders and other relevant organizations in Preah Vihear Province.
- 4) With support from WCS Operations Manager, the USAID GPL Project CoP ensures that the program is in compliance with donor policies and regulations.
- 5) Work with WCS landscape, country, and regional staff to ensure that all financial and technical reporting requirements are met.
- 6) Ensure that USAID GPL Project is kept regularly up to date on project activities and achievements, particularly providing regular summaries of any special project highlights.
- 7) Provide day-to-day guidance and advice to the grants and budget management team specifically in accounting theory and practice, as well as in compliance with financial accounting policies and procedures.
- 8) In coordination with USAID GPL and WCS Cambodia country offices and landscapes, ensure adequate technical assistance is provided.
- 9) In collaboration with WCS staff oversee the monitoring and evaluation systems.
- 10) Support with USAID GPL Project head office and WCS Country program head office on budgeting, budget management, monitoring and reporting.
- 11) Responsible for coordination, reviewing and submission for all necessary project narrative reports, and other on-time reports requested by USAID, implementing partner and other stakeholders.
- 12) Oversee the preparation of annual, quarterly and monthly work plans
- 13) Review and approval of all Monthly Cash advance requests and monthly advance clearances for all USAID GPL Project related activities in Preah Vihear Province.

14) Other duties as required by USAID GPL COP and WCS Cambodia Operations Manager and the Country Director

QUALIFICATIONS AND EXPERIENCE:

- Masters or Bachelor's Degree in a relevant field (Project management strengths preferred).
- Minimum 5-10 years successful experience working in similar position with an NGO (local or international), in particular experience of Project management.
- Computer skills mandatory. Proficient in Microsoft Office Applications.
- Strong leadership and interpersonal skills, solid programming, financial and organizational development skills; strong coaching skills and excellent analytical and financial planning skills.
- Strong analytical and interpretative problem solving skills.
- Knowledge of the policies, regulations, reporting formats, and cultures of traditional donors, including USAID.
- Able to multi-task, establish priorities and meet deadlines.
- Good oral and written communication skills. Khmer and English
- Concern for wildlife conservation & environmental issues is essential.

Please note that the above TOR constitutes only the main responsibilities and duties of this position. As WCS-CP is a flexible organization, staff members are expected to undertake any other tasks that are allocated to them but which are not part of their regular TOR.