

**ឧបសម្ព័ន្ធទី ១ “សេចក្តីយុត្តិធម៌វិសាមញ្ញ វិសាលភាពនៃការងារ”**

**ATTACHMENT 1 – TERMS OF REFERENCE**

**The Wildlife Conservation Society**

**WCS Cambodia Program**

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Position : Community Ecotourism Officer  
Project Name : Keo Seima Wildlife Sanctuary (KSWS)  
Duty Station : Keo Seima Wildlife Sanctuary (Mondulkiri Province)  
Report to : Ecotourism Team Leader

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**BACKGROUND**

**Keo Seima Wildlife Sanctuary**

Since 2000 the Wildlife Conservation Society (WCS) has been helping to conserve a landscape of exceptional importance for wildlife in southern Mondulkiri Province, Cambodia. By providing both financial and technical support to the Government’s Ministry of Environment (MoE), WCS hopes to secure the long-term integrity of the forests of this landscape, its wildlife, and the livelihoods of its indigenous communities.

**Ecotourism**

The focus of ecotourism development in Keo Seima Wildlife Sanctuary (KSWS) to date has been the establishment and development of the community-based Jahoo Gibbon Camp in Andong Kraloeng village. However, there are a number of other locations in KSWS which are already of interest to ecotourists, and other locations that could be developed for ecotourism.

WCS’s ecotourism projects ensure that there is fair income for local staff and guides from the village, as well as Community Development Contributions paid by tourists when tourists see target species or other attractions, linking community-level income with the ongoing presence of key wildlife species and forest. Park entrance fees paid by tourists are given to the Department of Environment, supporting conservation work within KSWS.

There is a need to expand WCS’s ecotourism work out from Andong Kraloeng village, to ensure that ecotourism is developed sensitively and appropriately in KSWS, and establish ecotourism subcommittees to ensure that communities benefit in a fair way that incentivizes protection of forest and threatened species in KSWS.

**Key skills**

- This position requires an individual who is able to travel to and work in remote villages for up to 3 weeks at a time, with Mondulkiri as home base.
- The applicant must speak Khmer, with Bunong and English language skills a strong asset.

**MAIN TASKS**

**Ecotourism**

- Work closely with the WCS Ecotourism Team Leader, conservation, business and community advisors, and local government and stakeholders to implement ecotourism development strategies.
- Conduct market research through tourist and tour operator surveys and community and government attitudes surveys.
- Facilitate and lead meetings with communities to discuss ecotourism and support community to carry out the necessary steps to implement ecotourism activities.
- Assist communities to manage funds, and prepare financial reports for income received from ecotourism activities.
- Assist the Ecotourism Subcommittee and Village Committee in monitoring success of the ecotourism project and compliance to agreements, as well as supporting WCS’ own comprehensive impact monitoring framework.
- Spend time in the forest as required, including development of tourist trails and attractions.

**Indigenous communities**

- Provide advisory support to Indigenous Representatives from villages with ecotourism activities in KSWs that have completed or are in the different stages of the Indigenous Land Registration process.
- Act as member of Indigenous Land Rights National and Provincial Task Forces, as and when invited by government with approval from Community Team Leader / Landscape Technical Advisor.
- Other work related to community outreach and natural resource management, identified in agreement with Project Manager and Technical Advisors.
- Help Indigenous Representatives develop internal social protocols for functioning within the community and with each other and local authorities.
- Help indigenous communities understand the social and legal implications of indigenous land registration process, as well as the benefits of sustainable ecotourism.

**General**

- Manage budgets, equipment, and infrastructure in accordance with WCS Cambodia policy.
- Attend meetings and conferences when requested.
- Conduct other project related activities with consultation and agreement of project managers.
- Help develop and deliver capacity building workshops with local communities, stakeholders and government officials.
- Develop and maintain communications with key stakeholders including organizations and the private sector.
- Other duties when requested

**Reporting**

- Prepare or support production of technical reports as required, covering ecotourism activities.
- Prepare reports on other activities on request from the project manager or program director.
- Provide summary reports of activities and personnel at a frequency to be agreed with project manager and program director.
- Produce monthly work plans, and submit personal timesheets and work diaries.

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.

**Requirement:**

- Bachelor Degree in Natural Resource Management, Tourism, Management, Business Administration or related fields.
- At least 2-years field work experience on community organizing/development, especially in alternative livelihoods development and or eco-tourism development in Cambodia.
- Experience in training and facilitation skills
- Excellent communication skills in Khmer
- Good speaking, reading, and writing skills in English!
- Computer skills (Word, Excel, PowerPoint,...)
- Knowledge of alternative livelihoods interventions and eco-tourism is an asset
- Knowledge of key biodiversity issues including key wildlife species
- Able to work in remote area with low levels of technical support on site, with significant portions of time spent living and working in communities.