

Job Description
The Wildlife Conservation Society
Cambodia Program

Position : Compliance Officer
Project : Northern Plains Landscape REDD+ Project
Location : Preah Vihear Province
Report to : Compliance Monitoring Team (CMT) Leader

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Background

WCS is looking for qualified candidates to fill the position of Compliance Officer for the Northern Plains Landscape (NPL) REDD+ Project in Preah Vihear Province. This position requires an individual who can travel to remote areas, with Preah Vihear as home base. The work will take place in Kulen Promtep Wildlife Sanctuary, Chhaeb-Preah Roka Wildlife Sanctuary, and Phnom Tbaeng Natural Heritage Park.

Position

The primary objective of the position is to monitor and measure the compliance of local communities with respect to a series of Payment for Ecosystem Services (PES) in the NPL. PES programs are diverse but include community managed ecotourism programs that link income to bird and habitat protection, an agricultural program providing premium prices for agricultural goods if households limit field expansion to within agreed land use plans, and direct payments conditional upon conservation action.

Duties:

- At predetermined intervals, monitor PES data provided by relevant teams, check and review to ensure the data have been cleaned before entering to Compliance Database.
- Perform stringent checks on data and follow up with relevant teams to ensure missing data is entered to the database in a timely manner.
- Keep an accurate and well-maintained catalogue of data in hard copy such as sale agreements, non-compliance forms and any related documents.
- Produce reports at predetermined times and conduct analysis in MS Excel as needed.
- Ensure that Family Basic Data in the database is kept up to date by liaising with village and commune authorities and Community Engagement Team on a regular basis.
- Working in conjunction with the relevant Community Liaison Officer (CLO), conduct field activities such as Compliance and Non-compliance Village Meetings, Key-person Meetings etc.
- Record and report to CMT Leader on the list of contentious cases to be referred to Provincial Department of Environment, ensuring all are recorded in the Compliance Database.
- Collaborate closely with the relevant CLO to conduct land verification for agricultural activities, producing a clear report for producing sales agreements.
- Collaborate with the Conservation Technology Team to collect warning letters and associated documentation for those involved in illegal activity in Protected Areas and record in the Compliance Database.

- Ensure that locations of new land clearance events are provided to the CLO for land verification by CPA Committees.
- Work with local partners to ensure sales agreements for agricultural products are completed regarding compliance conditions.
- Prepare annual provisional lists of non-compliance to present at village level meetings.
- Attend and record the results of village-level compliance meetings led by CPA Committees ensuring data is uploaded to the database and a report is produced in a timely manner.
- In collaboration with the relevant CLO, support Non-compliance Meetings, recording households and families that wish to rejoin ensuring that stipulations of rejoining are completed after verification with the relevant team and authority.
- Assist where necessary with monitoring and evaluation of NPL REDD+ Project activities through development of the Compliance Database.
- Provide Compliance Database reports to management as requested, for example donor reporting, research needs etc.
- Ensure the inventory, care, and maintenance of all compliance team equipment.
- Actively take part in producing annual and monthly workplans for Compliance Team and provide input in the workplans of the relevant collaborating team.
- Produce weekly activity reports for the CMT for collating in the NPL Weekly Roundup report.
- Upload and track/monitor/update all activities in the NPL Activity Management System.
- Maintain and develop communication between NPL teams and key stakeholders (CPA committee, NGO partners, private sector, and relevant authorities).
- Attend and organize meetings with relevant teams, collaborating partners and local authorities to ensure successful operations of compliance activities.

Qualifications, skills, and experience

- Bachelor's degree in Natural resource Management, geography, computer science and/or mathematics.
- At least 2 years field work experience, work in remote area and community protecting Cambodia's natural environment.
- Experience related to facilitation skills.
- Local knowledge of Preah Vihear province preferred.
- Able to read maps and use technology (e.g., cameras, computers, smartphones, GPS)
- Fluent spoken and written Khmer and intermediate spoken and written English.
- Able to ride a motorbike under difficult field conditions.
- Physically fit and able to trek and camp in rural/forest conditions over multiple days.

The employee is expected to comply with any other work assignments, duties, or functions as WCS or its management may designate or instruct during its operation, which may include assignments, duties, or functions that vary from the above.