

**TERMS OF REFERENCE**  
**Counter-Wildlife Trafficking Specialist**

The Counter Wildlife Trafficking Specialist will lead the implementation of all counter wildlife trafficking work for WCS Cambodia, liaising closely with other WCS staff, government agencies and other stakeholders as required.

**Principal Responsibilities:**

- Lead the planning and implementation of all counter wildlife trafficking activities for WCS Cambodia
- Build and maintain good relationships/partnerships with key ministries, agencies and subnational government, including the Judiciary, Customs (Ministry of Economy and Finance), Police (Ministry of Interior), Ministry of Environment, Forestry Administration and CITES Management Authority (Ministry of Agriculture, Forestry and Fisheries), provincial departments and any other relevant agencies
- Coordinate closely with and provide technical assistance and advice to government and other agencies on counter-wildlife trafficking and CITES, including but not limited to: the development and implementation of strategic action plans and policy initiatives, the implementation of CITES, provision of intelligence and assistance with investigations and court cases
- Organise workshops, trainings and other events for government agencies, including coordinating Leahy vetting as required
- Develop training materials/curricula on counter wildlife trafficking and provide trainings to government staff and law enforcement staff as required
- Provide input to legislative reform as needed
- Maintain the WCS global anti-wildlife trafficking database, including ensuring the integration of SMART patrolling data, media articles and all other information sources, and produce analyses and reports on wildlife trafficking as needed
- Maintain a database of all media articles on illegal wildlife trafficking related to Cambodia
- Track progress of wildlife trafficking cases with relevant law enforcement agencies and the courts
- Write reports (e.g. meeting reports, donor reports etc) and communications products as required and disseminate information to key stakeholders as needed
- Help with developing funding opportunities and in developing the scope and activities of the WCS Cambodia counter-wildlife trafficking project
- Develop project budgets and workplans and manage project expenditure
- Liaise with WCS regional staff and other NGOs to coordinate counter wildlife trafficking work as needed
- Receive training and capacity development as required to fulfill this role
- Assist with all other counter-wildlife trafficking activities as required

**Required skills and experience:**

- Good coordination, communication, organisation and problem-solving skills
- Proven experience of working with government, especially the Judicial sector
- Familiarity with Cambodian laws and legal system
- Background in providing and organizing workshops and trainings
- Experience working for NGOs or development agencies desired, particularly in initiatives to prevent trafficking in wildlife or trafficking in persons
- Excellent Khmer and English skills, including spoken, written, reading and listening
- Proficiency in the use of Microsoft Office and familiarity with databases and data analysis
- Ability to maintain strict confidentiality as required by the work
- Fundraising experience desirable

**Reports to:**

Counter Wildlife Trafficking Technical Advisor