



JOB DESCRIPTION

Position:	Indigenous Peoples' Partnership Assistant
Reports to:	Indigenous Peoples's Partnership Manager
Location:	Phnom Penh
Country Program/Sector:	GCP Asia – Mekong region/WCS Cambodia Program
Position Type:	Full-Time
Expected travel:	Frequent travel to Monduliri Province and other field sites as required

Organization Background:

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

Program Overview:

WCS Cambodia is developing a rights-based approach to conservation in Cambodia, including the Keo Seima and Northern Plains REDD+ programs. In 2024, WCS Cambodia and the Indigenous Peoples's Organization, Associations, networks have developed a partnership agreement and are cooperating on numerous areas to ensure the rights of Indigenous Peoples are recognized, respected, and centered in Natural Resources Management and conservation policy and practice.

Job Summary:

We are seeking one highly motivated and enthusiastic Indigenous Peoples' Partnership Assistant to assist Indigenous Peoples's Partnership Manager (IPSPM). These roles are ideally for an individual looking to gain practical experiences in coordination and assistant, dissemination and support Indigenous Peoples Organizations as well as Indigenous Communities who's the partners to WCS together with an IPSPM. An Indigenous Peoples's Partnership Assistant will play a crucial role in supporting IPSPM to ensure the smooth execution of **Indigenous Peoples's Partnership** activities and the effectiveness community support to aligned with the community wishes on governance, traditional management in forest and biodiversity conservation.

Primary responsibilities:

1. Support the IPSPM to ensure efficient collaboration, communication, and coordination with WCS teams, IPs NGOs, IPs networks, and communities in KWS and NPL

2. Support the IPsPM to coordinate and implement activities under the WCS-Indigenous Peoples' cooperative framework agreement
3. Support preparation and drafting of work plans, reports, and other documentation
4. Supporting administrative work:
 - a. Management of financial advance requests, procurements, and other procedures
 - b. Meeting notetaking.
 - c. Submission of M&E reports through AirTable
 - d. Organizing meetings and other events with partners
 - e. Supporting logistic arrangements for meetings and fieldwork
 - f. Basic translation from Khmer to English and from English to Khmer
5. Supporting desk-based and field-based data collection and research, including collection and analysis of relevant documents, for example to inform FPIC and Indigenous Peoples' policy documents.
6. Support other related tasks as directed by the IPsPM

Position requirements:

- Bachelor's degree in Community Development, Environment, Administration and other related fields.
- At least one year working experiences with communities and especially Indigenous Peoples Communities
- Being an Indigenous Peoples and well aware of Indigenous Peoples situations and issues related to Indigenous Peoples' rights, including community organizing, knowledge related to sustainable forest management and use.
- Interest in biodiversity conservation and/or climate change
- Basic English skills and high standard of writing in Khmer language
- Bunong or Kui language-skills are an advantage
- Used to the administrative work situations (cash advance, settlement principle)
- Able to manage their time effectively and across different tasks