

The Wildlife Conservation Society

WCS Cambodia Program

TERMS OF REFERENCE

Name :
Position : Keo Seima Operations Manager
Project : Keo Seima REDD+ Project
Duty station : Senmonorom Town, Mondulkiri Province
Expected Travel : Regular travel to Phnom Penh
Report to : Keo Seima Project Manager

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Organization Background:

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 and based in New York, 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. The WCS Country Program in Cambodia, is a relatively large, vibrant program with long-term programs in four major forested and/or wetland landscapes: Eastern Plains, Northern Plains, Major Rivers, and Tonle Sap.

Position Summary:

The Keo Seima Operations Manager will support the Landscape Technical Advisor with operational and logistical implementation, administration, and WCS policy compliance of the Keo Seima 2021 Strategy: a new, significantly-expanded, 5-year, REDD+ funded landscape strategy, that builds on nearly 20 years of WCS support to communities and government in the Eastern Plains Landscape.

Keo Seima Wildlife Sanctuary (KSWS) consists of nearly 300,000 ha of lowland and hill semi-evergreen and deciduous forest. It supports globally significant primate and bird populations. Nearly 30,000 people live on the edge of or inside the protected area, many of them ethnic Bunong. Following the loss of forest to the south and west, KSWS is now located on a deforestation frontier. The protected area has been a REDD+ project for ten years, generating and selling a significant volume of carbon credits. The challenge now is to prevent deforestation and maintain the integrity of KSWS in the face of mounting threats. The Keo Seima 2021 Strategy has been developed to achieve this goal, by motivating and inspiring government, local communities, and civil society to value and protect KSWS.

Under line management of the Keo Seima Landscape Technical Advisor, the Operations Manager will supervise the Keo Seima operations team to support overall implementation and management of field activities for the Keo Seima 2021 Strategy, provide oversight on small grant activity implementation, and support facilitation of collaborative project activities with national (MoE) and provincial level stakeholders (PDOE) on a regular basis.

Ideally, the Keo Seima Operations Manager has significant experience in project and budget management who can specifically advise WCS staff and partners on fundamental aspects of project administration.

DUTIES AND RESPONSIBILITIES:

- Support the Landscape Technical Advisor as needed in all aspects of the project (including developing and maintaining Annual/Monthly work plans, guidance on implementation and coordination of activities across sub-grantees).

- Regularly communicate with the Landscape Technical Advisor to coordinate on all aspects of project implementation.
- Provide support to project staff as needed on monitoring and evaluation to identify emerging issues, understand implementation challenges and achievements.
- Support implementation of project activities involving national and sub-national stakeholders.
- Work closely and regularly with Keo Seima Senior Finance Officer to ensure smooth advance request and clearance processes on a Monthly basis.
- Support the collation and maintenance of records of information from field teams on project achievements and challenges to facilitate timely reporting and visibility.
- Support the implementation of the Keo Seima REDD+ communication plan and support sub-grantees to deliver and comply with the communication plan.
- Oversee and Support staff responsible for Keo Seima REDD+ operational management of the annually approved budget, and work closely with WCS Senior budget officer to track quarterly budget versus actual spending rates.
- Support the Keo Seima sub-grant coordinator and sub-grantees to implement REDD+ project activities as needed.

QUALIFICATIONS AND EXPERIENCE:

- A minimum of 5 years' experience working at a senior level supporting grant or project implementation associated with natural resource management or other environmental issues.
- Graduate degree or equivalent experience in a related field.
- Technical knowledge of forest conservation and environmental issues is an advantage.
- Experience work-planning and monitoring methodologies (Experience using work planning tools such as Airtable is an advantage)
- Proven ability to manage, guide and support staff of different capacities.
- Good communication and presentation skills.
- Verbal and written skills in Khmer and English to high standards.