



## VACANCY ANNOUNCEMENT

<b>Position:</b>	EU “Our Tonle Sap” Project Manager
<b>Reports to:</b>	EU “Our Tonle Sap” Project Coordinator
<b>Location:</b>	Phnom Penh, Cambodia
<b>Country Program/Sector:</b>	Cambodia, Global Conservation Program
<b>Position Type:</b>	Full-Time
<b>Internal liaison:</b>	WCS Senior Technical Advisor, WCS Operations Manager,
<b>Expected travel:</b>	Regular travel to project sites and field offices in Kampong Thom, Siem Reap, Pursat and Battambang

### 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:

WCS seeks a full-time Project Manager to support the implementation, administration, compliance and finances of a new, large, four-year European Union (EU) funded project entitled “Our Tonle Sap”, working directly under the Project Lead.

The “Our Tonle Sap” Project adopts an integrated landscape approach to strengthen resilience to environmental change in ecosystems, communities and biodiversity throughout the Tonle Sap Biodiversity Reserve. The Project has six co-applicant partners. The Project works simultaneously across multiple scales with government, communities and the private sector. It will enhance management and restoration of critical habitats to facilitate resilience to environmental change by improving government and community management of protected areas, developing and implementing community-level fire management plans, piloting community-managed vegetation rehabilitation and silviculture, and developing ecologically resilient livelihoods that protect floodplain habitat. The Project will also address the drivers of environmental change by supporting

national and sub-national government to develop policy that incorporates adaptation and sustainability considerations, and working with development agencies, banks and the private sector to improve environmental and social practices.

The EU “Our Tonle Sap” Project Manager will support the Project Lead and work closely with the Assistant Project Manager to support overall implementation and management of field activities for the EU “Our Tonle Sap” Project, provide oversight on co-applicant activity implementation, and lead on facilitating collaborative project activities with national and provincial level stakeholders.

**Major Responsibilities:**

- Support the Project Lead through coordination of all aspects of the project (including developing and maintaining project work plans, guidance on implementation and coordination of activities across sub-grantees);
- Regularly communicate with Project Lead and Assistant Manager on all aspects of project implementation;
- Provide support to project staff and partners on monitoring and evaluation to identify emerging issues, understand implementation challenges and achievements;
- Lead on implementation of project activities involving national and sub-national stakeholders;
- Collate and maintain records of information from field teams on project achievements and challenges to facilitate timely reporting and visibility;
- Support the implementation of the visibility plan for the project and ensure that sub-grantees deliver and comply with the visibility plan;
- Support the Project Lead in operations, finance and administration of the project to ensure full compliance with all EU fiduciary regulations;
- Support the Project Lead to review program budgets and monitor expenditures;
- Support staff responsible for the implementation of the project’s knowledge management plan, and support internal and external communication as needed;
- Oversee implementation of project activities by sub-grantees.

**Minimum Requirements:**

- A minimum of 5 years’ experience with project management and/or project administration associated with natural resource management or other environmental issues.
- Graduate degree or equivalent experience in a related field.
- Experience working at a senior level on large grants, including working with complex consortium or partnership relationships.
- Knowledge of EU contracting procedures, including financial and narrative reporting requirements an advantage.
- Knowledge of logical framework planning and monitoring methodologies.
- Proven ability to manage, guide and support staff of different capacities.
- Good communication and presentation skills, ability to persuasively convey the mission of WCS to diverse groups, especially local stakeholders and constituents who are critical to the organisation’s overall prosperity.
- Verbal and written skills in Khmer and English to high standards.

**Application Process:**

WCS provides competitive salary and benefits packages based on educational background and work experiences. Interested candidates who meet the above qualifications should apply by emailing an

application letter and CV (by combining into single PDF file) together with salary requirements and the names and contact information of three references to [cambodiahr@wcs.org](mailto:cambodiahr@wcs.org). Closing date for application is **15 February 2021**. Only short-listed candidates will be notified.

WCS is an equal opportunity employer and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value.

The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on age, color, disability, gender identify, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations

***Please note that only short listed candidates will be contacted for interview.***