

ATTACHMENT 1 – TERMS OF REFERENCE
The Wildlife Conservation Society
WCS Cambodia Program

Position : SMART Officer
Project Name : Keo Seima Wildlife Sanctuary (KSWS)
Duty Station : Mondulkiri
Report to : Phlong Nguonleng, National SMART Manager

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Keo Seima Wildlife Sanctuary (KSWS) is a biologically and culturally rich protected area on a deforestation frontier. It is located in Mondulkiri and (marginally) Kratie provinces, towards the southern edge of a swath of protected areas totaling more than 1 million hectares. It contains much of the remaining semi-evergreen forest within the wider landscape, and supports globally significant populations of endangered primates and elephants.

The Spatial Monitoring and Reporting Tool (SMART) is a tool for measuring, evaluating and improving the effectiveness of law enforcement patrols and site-based conservation activities. SMART aim for any wildlife/aquatic crime prevention and observe of potential species which are leading to loss. Anyway, SMART is a tool that can identify with clearly location of the illegal activities and any observations with the detail information. Moreover, SMART is also designed to help protected area/conservation area manager in a better plan, evaluate and implement their activities effectively and efficiency.

To support GDANCP, PDoE and local communities to better protect KSWS, WCS requires a SMART Officer to fulfil their roles in the protected area. This position provides technical on SMART administration included SMART data collection from law enforcement ranger patrols, local community patrols, biodiversity research teams, tracking reports and follow up the actions.

Duties and Responsibilities will be as follows:

1. Collect SMART Data from patrol stations in KSWS, follow up and quality control;
2. Provide prompt technical assistance to solve technical problems with SMART Mobile application instated in rugged smartphone;
3. Implement SMART database management works in Keo Seima Wildlife Sanctuary to ensure that the patrol effort, threat data and key species data are collected, entered correctly, and the report are produced on time for supervisor, Projection Manager and Technical Advisor;
4. Update the SMART database for KSWS and synchronize those into the master database in Phnom Penh office;
5. Provide follow up meeting with project teams to make sure data is being recorded and collected correctly and do the monthly meeting report;

6. Assist Supervisors, Project Managers, and Technical Advisors in identifying management interventions using SMART outputs and organizing any compulsory document related to SMART works;
7. Assist with patrol planning as well as a whole project planning;
8. Assist the training/refresher training to project staff and/or community members;
9. Keeping up-to-date on SMART database and software development;
10. Checking and follow up the equipment and materials (maps, GPS, cameras, compass, booklets, SMART Mobile devices...) for patrolling;
11. Provide technical support on mapping and GIS works in KSWS;
12. Any other relevant duties as required by Supervisor;

Qualifications

- At least Bachelor's in natural science, and/or spatial monitoring;
- At least 3 years of experiences working in a similar position, in particular experience of protected area management in Cambodia;
- Experience with natural resources management or conservation;
- Strong interest in protecting the natural resources of Cambodia;
- Experiences with SMART software and GIS
- Computer skills mandatory, proficient in MS Office;
- Strong analytical and interpretative problem solving skills;
- Willing to spend considerable time in remote areas, forest campsites when conducting field training and coaching activities;
- Strong leadership and interpersonal skills, solid programming, strong coaching, and planning skills;
- Good communication skills;
- Good commitment and working well with and contributing effectively to a multicultural team;
- Good command of English language;
- Willingness to obtain new skills.

Expected outputs:

- A well-maintained SMART database and GIS tasks for KSWS.
- Regular monthly report of the threats and key species in project sites, and periodical SMART output quarterly and annual reports.
- Routine and special reports as needed.
- Training to field patrol data collector as required.
- Recommendation of improving SMART technical.

Responsible to:

- National SMART Manager
- Project Manager
- Site Technical Advisor

As well any and all other work assignments, duties, and/or functions as WCS or its management may designate or instruct in the course of its operation, which may include assignments, duties, and/or functions that vary from the above.