

**Wildlife Conservation Society
WCS Cambodia Program
TERMS OF REFERENCE**

Position	Biodiversity Assistant
Duty Station	Preah Vihear town
Landscape	Northern Plains Landscape, Preah Vihear, Cambodia
Work locations	Chhaeb Wildlife Sanctuary Phreah Roka Wildlife Sanctuary Kulen Promtep Wildlife Sanctuary Phnom Tbaeng Natural Heritage Park
Direct reports	Biodiversity Officer
Reporting line	Biodiversity Officer Biodiversity Team Leader

Background

The Northern Plains Landscape contains populations of highly threatened bird, mammal and plant species, which are subject to an integrated program of conservation interventions to ensure their long-term survival. The Wildlife Conservation Society (WCS) works in partnership with the Preah Vihear provincial government, NGO partners and local communities to implement biodiversity monitoring, community conservation and law enforcement activities across the landscape. Biodiversity monitoring activities are targeted at understanding the abundance and distribution of bird and mammal species, and human threats in protected areas. This information is used to inform zoning plans, ranger patrols, ecotourism and compliance systems. The **Biodiversity Assistant** is responsible for collaborating closely with the Biodiversity Officers to ensure the robust implementation of all wildlife survey and monitoring, and bird nest protection activities in Phnom Tbaeng Natural Heritage Park, and Chhaeb, Kulen Promtep and Preah Roka Wildlife Sanctuaries so that they effectively support long-term sustainable protected area management in the Northern Plains Landscape.

1. Wildlife surveys, monitoring and bird nest protection

- Collaborate with Biodiversity Officer to conduct vulture conservation activity include vulture restaurant, census, poisoning survey, and awareness raising.
- Collaborate closely with partner communities and tourist enterprises to ensure that vulture restaurants are conducted on a monthly basis.
- For Bird Nest, Trapeang and Habitat Protection, support the team leader and the Biodiversity Field Researchers to facilitate the protection program following standardized protocols.
- Collaborate with the Biodiversity Team Leader and Biodiversity Officer to develop and deliver monthly and annual work plans for Biodiversity Field Researchers to conduct

SMART data collection in the landscape. Collect data, invoices and other documents required for budget clearance.

- Assist team members for surveys including White-winged Duck, Sarus Crane census, Pileated Gibbon survey among others.
- Ensure the inventory, care and maintenance of all wildlife monitoring equipment (e.g. camera traps, GPS devices, cameras, binoculars, etc)
- Conduct Data entry and produce reports for submission to Biodiversity Team Leader.
- As well all other work assignments, duties, and/or functions as WCS or its management may designate or instruct during its operation, which may include assignments, duties, and/or functions that vary from the above.

Outputs

1. Monthly Budget request and report
2. Completed datasets, including computer records of field datasheets, and downloaded GPS.
3. Written reports in Khmer or English, as required

QUALIFICATIONS AND EXPERIENCES:

- Degree of environment / agriculture /Biodiversity conservation/relate field.
- Using Computer MS. word/excel/ Database/Email
- Good English
- Experience worked with Biodiversity conservation and Natural Resource Management
- Interest working in forest or remote area