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WWF-Cambodia

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JOB DESCRIPTION

Position title	: Biodiversity Research Assistant - EPL
Reports to	: Senior Biodiversity Research Officer - EPL
Supervises	: Research Rangers
Location	: Mondulkiri Province, Eastern Plains Landscape
Date	: September 2021

Position Summary:

The Biodiversity Research Assistant will assist the Research Officers and Manager in implementing the Biodiversity Research and Monitoring (BRM) program in the Eastern Plains Landscape (EPL), Mondulkiri Province, Cambodia. The post holder will assist in the coordination of the research field teams and assist in training and oversight on each of the main program activities. This is predominately a field-based position with considerable time (15-20 days per month) spent in the forests of Srepok Wildlife Sanctuary (SWS) and Phnom Prich Wildlife Sanctuary (PPWS) to conduct biodiversity surveys and other research. However, office time for data works and administrative tasks is also critical to this role. The surveys will primarily focus on key priority fauna such as ungulates, primates, birds, crocodiles and carnivores, but research may also involve topics other than wildlife. The post holder will ensure that the data protocols are followed at the ground-level. He/she will assist in the organisation of logistics, field finances, and logistics/operations within the BRM programme in coordination with relevant departments. Another key role will involve the compilation of datasets, and meticulous data cleaning and verification. In addition, the post holder may assist in the development of technical reports and work plans that fit within the WWF annual and 5-years strategic plans. The position also involves effective communications of key findings/data to the relevant departments/thematic within the organisation in order to support evidence-based conservation decision making and strategic planning.

Major Duties and Responsibilities:

1. Provide field support and assist in the supervision to research field teams:

- Implement the biological monitoring field program in the Eastern Plains Landscape, including supervisory support;
- Help to ensure that research work plans (monthly, quarterly) are implemented in coordination with the research team;
- Assist new rangers in learning protocols and accurate use of technical equipment;
- Assist in the planning, development, and implantation of theoretical and field training;
- Work with field teams and research team to collect high quality research data. Support research rangers and ensure that research rangers work as per their contracts and are delivering results to a high standard. Ensure that collection protocols are accurately and reliably implemented by field staff;



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- Assist officer in meeting financial, administrative, and logistical requirements as per WWF policy;
- Assists in the training, development and appraisal of the Eastern Plains Landscape Research rangers in the landscape;
- Ensure use, maintenance, and tracking of technical equipment and field materials.

2. Coordination and communication:

- Assists the officers in liaising with national and provincial government partners on related biodiversity components of the project including provision of regular updates (e.g. help with official letters, reporting, meetings);
- Assists in written and verbal translation for the Biodiversity Research and Monitoring Manager and Senior Biodiversity Research Officer;
- Ensure effective communication with the BRM team and other department, providing regular field updates to the Biodiversity Research and Monitoring Officers and Manager;
- Assist in the development of reports and summary reports (in Khmer and English as needed), on the research and monitoring activities supported by the EPL project, within agreed timeframes;
- Assist the collaboration with relevant departments within WWF, i.e. Communications, Community Engagement, Environmental Education, Protected Area and Law Enforcement, Spatial Planning, and other departments to ensure that all relevant data is relayed effectively and applied in a broader-level landscape approach;

3. Research Methods & Data:

- Assist with the implementation and improving of on the ground data collection on all WWF biodiversity priority programs in the EPL;
- Assists in the development and updating of data collection sheets;
- Assist in timely and accurate data inputting;
- Assist with data cleaning and verification, management, and analysis, technical report production;
- Assist in the production of maps as needed per project;
- Other tasks assigned by line manager

Qualifications

Education Level

Minimum

- Bachelor's degree in ecology, wildlife biology, forestry, environmental sciences, zoology/ecology, species conservation, conservation science or related subject;

Professional Experience

- At least 1 year of field-based conservation research experience;
- Experience in assisting in supervising a biological monitoring program;
- Experience in leading small and/or medium-sized teams and managing workplans;
- Experience in report writing;
- Experience in field work, preferably related to conservation research;
- Experience working with computers, in particular data entry, management, and processing;



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Skills & Abilities

- Knowledge of local fauna, flora, and habitats, species identification skills;
- Understanding of and affinity with conservation issues in Cambodia;
- Basic understanding research methodologies of biodiversity surveys;
- Understanding of basic statistical concepts;
- Data entry and cleaning skills;
- Fluency in written and spoken English and Khmer;
- Proficiency in MS Office (Word, Excel, Powerpoint) and in GIS software (statistical software knowledge preferred);
- Report writing;
- Field team management skills;
- Experience with technical research equipment (GPS, camera trap, range finder, compass etc.);
- Planning and organisation;

Personality

- Interpersonal, team-player, supportive, coaching;
- Working well with and contributing effectively to a multicultural team;
- Working independently in remote areas and spending periods of time in the field under challenging environmental conditions, physically fit;
- Well-organised, punctual, adaptive, and forthcoming;
- Responsible, working on own initiative with minimum supervision and staying on task;
- Passionate about wildlife conservation and dedicated to the mission of WWF Cambodia;
- Engaging and Role models WWF's behaviours of Listening Deeply, Innovating Fearlessly, Collaborating Openly, and Strive for Impact.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Adheres to WWF's brand values: Knowledgeable, Optimistic, Determined and Engaging;
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

IV. Working Relationships:

Internal – Works closely with all other members of the Biodiversity Research and Monitoring team, including office staff and community and government rangers. Communicates effectively with other departments in the EPL office, in particular Finance, Administration, Spatial Planning/GIS, and PALE, but also with CE, EE, and other departments as relevant.

External – May assist in the engagement with national and provincial government partners, in particular of the Ministry of Environment, as well as with national and international research partners, and other conservation NGOs or relevant research and conservation institutes.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.



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Prepared by Supervisor: Milou Groenberg 

Date: 28-September-2021

Reviewed by Head of Landscape: 

Date: 29-September-2021

Reviewed by HR Manager: _____

Date: _____

Approved by Country Director: _____

Date: _____

Accepted by Staff member: _____

Date: _____