



JOB DESCRIPTION

Position title	:	Biodiversity Research & Monitoring (BRM) Manager
Reports to	:	Landscape Manager
Supervises	:	Senior Research Officer, Research Officers, Research Assistants, research rangers (government and community) and Consultant if required
Location	:	Mondulkiri, Cambodia
Date	:	July 2018

Position Summary:

Emphasizing on wildlife, the Biodiversity Research and Monitoring Manager will be the focal point for all biodiversity works in the Eastern Plain Landscape. He/ she will provide technical guidance to WWF Cambodia staff, government and community research teams and all partners supporting the effective development, planning, management, and implementation of fauna and flora research related projects and activities. The wildlife research Manger will be responsible for designing and providing training and oversight of all biodiversity related projects across the landscape, with a specific focus on priority species listed under the WWF strategy plan.

The post holder will develop and oversee a biological research programme that encompasses both species studies and ecosystem function studies communicate those results among conservation partners and other stakeholders in order to support effective conservation management. This position will also involve liaise closely with the Wildlife Technical Advisor for cross cutting themes that will involve developing and improving the current biological research program.

The post holder will also manage, train and build capacity across the research teams to ensure that high quality data is collated following robust scientific guidelines within the timescale allocated. This position will also support building capacity across a range of government partners (Ranger level to Park managers).

I. Major Duties and Responsibilities:

1. Work in close collaboration with Wildlife Technical Advisor, Regional leads, Landscape Manager, Conservation Program Director, partners and donors to provide clear communication both internally and externally, on technical issues, related to Wildlife successes, goals, contributions and outcomes.
2. Lead the design and supervise the implementation of existing biological surveys and monitoring projects and develop new programmes to better understand ecological function in the landscape.
3. Continue to develop and expand existing biological surveys on priority species such as camera trapping, line transect surveys, occupancy surveys, DNA surveys
4. Mentor WWF national staff and government staff in conservation science, particularly the principles and methods of scientific population monitoring for global and ecoregional priority species. This includes systematic training and supervision on scientific reporting and publication by national staff. The postholder will be expected to spend a significant amount of time on the technical aspects of our WWF wildlife research projects including time spent in the field training and overseeing research projects.
5. Support national biological studies (eg national species censuses) such as vulture and critically endangered giant ibis and white-shoulder ibis species and any other considered as appropriate and relevant to EPL
6. Identify opportunities to facilitate biological research to be undertaken by external parties and negotiate WWF involvement as necessary
7. Collaborate closely with the Data/GIS Manager and EPL Manager to establish an efficient and effective data

storage and analysis system, and lead trainings as needed to ensure the Cambodian team has the capacity to use and maintain the data management system.

8. Publish the results of monitoring articles in peer reviewed journals
9. Routine quarterly summary reports assessing progress in biological monitoring and capacity building, to be submitted to the EPL Manager
10. Technical reports on key species monitoring activities, in collaboration with the Biodiversity monitoring national and local staff; to be made available to the WWF Network and all relevant conservation partners
11. Support the development of funding proposals in support of the biodiversity programme
12. Lead and manage Research thematic activities-responsible of project planning, reporting, developing annual work plan, budgeting, and working closely with project managers on budget coordination with accountabilities to finance team.
13. Supervise and lead the thematic staffs by reviewing individual work plan, managing performance, providing induction, training, coaching, mentoring and advice to ensure that they understand and carry out their responsibilities to the required standards
14. Develop thematic annual and quarterly research workplan and budget, and report on thematic progresses (MoFA and TPR).
15. Monitor and evaluate the thematic deliveries by working closely with M&E unit with regards to biodiversity/wildlife research and monitoring data analysis and reporting.
16. Liaise and coordinate with relevant stakeholders (Govt., NGOs, local authorities and private sectors...etc.) to make sure that relevant government departments are supportive to biodiversity/wildlife research and monitoring activities in the landscape.
17. Be a member of Landscape Senior Management Team and ensure regular communication with other landscape thematic managers, and Communication Department for publication purpose.
18. Represent WWF Cambodia in any technical related training, meeting, workshops at landscape level with relevant key stakeholders or in any events workshops required overseas.
19. Coordinate with relevant TAs to ensure that lessons learnt and experience are shared between landscapes – set-up regular exchanges (knowledge, tools,...etc.) with other landscape biodiversity/wildlife research & monitoring and relevant conservation NGO partners in the landscape
20. Assist Landscape Manager and PD&M&E Manager in the development of project proposal.
21. Make sure human wildlife conflict responses at PAs are well communicated and propose solutions to landscape team for further action/intervention.
22. Make sure all sensitive information are immediately reported to Landscape Manager and Policy Coordinator for appropriate intervention
23. Make sure no leaking sensitive or not permitted information to non-WWF leads.
24. Provide technical inputs to relevant units/department including Policy, WWF landscape and country strategy teams for appropriate actions.

II. Qualification:

Education and Experiences:

- A Master's degree in a field related to biodiversity conservation
- At least 5 years practical experience in conservation science, scientific research and/or biological monitoring, preferably in South or Southeast Asia.
- At least 3 years on the ground experience in biological research designing projects, training and supervising field teams
- At least 2 year experience in project management in an international development organization or similar, of which 3 years should be in related fields.
- Dedication to basic principles and objectives of biodiversity conservation and sustainable use of natural resources
- Familiarity with appropriate wildlife survey and monitoring methods, including Distance Sampling, Occupancy, Capture-Mark-Recapture etc.
- Good interpersonal and communication skills, with the ability to interact at all levels of both government and NGOs nationally, provincially, and locally.

- Knowledge of community development to set and achieve objectives for improving living condition of community and environmental sustainability;
- Experience with strategy and program development.
- Experience of working with Government officials, national and international experts, and local communities.
- Ability to work well with, and contribute effectively, to a multicultural team
- Ability to carry out field work that involves walking long distances through difficult terrain and in tropical heat
- Ability to teach complex scientific methods and procedures to capable national staff for whom English is a second language or does not exist

Skills and Abilities:

- Analytical skills and use of programmes
- Scientific report and/ or publication writing
- Project Management: planning, time management, coordination, networking, teamwork.
- People management: coaching, capacity building.
- Financial and budget management
- Donor report writing
- Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels of an international, multicultural and multilingual organization.
- Networking, coordination, and facilitation skills.
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building working relationships; Communicate effectively; Leading teams; Leading change; Managing Resources

III. Working Relationships:

1. **Internal:** directly to the Landscape Manager. Coordinate and support landscape staff on a regular basis. Liaise and contact with relevant WWF Network teams related to biodiversity Conservation to provide inputs and seek supports when required.
2. **External:** Interacts with government agencies national and provincial levels, NGO's private sector entities, local and international experts, civil society organizations, academic institutions, etc.

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.

Prepared by Line Manager : _____ Date: _____

Reviewed and Approved by 2nd Line Manager: _____ Date: _____

Approved & Approved by HR Manager : _____ Date: _____

Accepted by Staff member : _____ Date: _____