JOB DESCRIPTION

Position title:	Programme Officer, Protected & Conserved Area Management & Technology
Reports to:	Wildlife Crime Program Coordinator (Direct line)
Dot-line to:	Director, Protected and Conserved Areas (PCA) Management and Governance (supervisor)
Supervises:	n/a
Location:	Phnom Penh
Date:	19-May-2025

1 MISSION OF THE DEPARTMENT

WWF's global Protected and Conserved Areas (PCA) programme plays a key role in achieving the Global Biodiversity Framework (GBF) goals, with a strong emphasis on the effective management of protected areas and Other Effective Area-based Conservation Measures (OECMs). The effective use of conservation technology—including the Spatial Monitoring and Reporting Tool (SMART)—and the professionalization of the workforce are central to these efforts.

The Programme Officer will support these initiatives by providing programmatic and technical assistance on conservation technology and workforce standards to WWF offices and partners. The position provides an opportunity for a conservation professional with foundational knowledge of field-based conservation and technical tools.

2 MAJOR FUNCTIONS

The Programme Officer will provide technical, coordination, and capacity-building support to WWF's global efforts on SMART, ranger support, and PCA monitoring & management. The role will assist in the delivery of conservation workplan and training activities that improve the professionalization of rangers and the application of SMART and related technologies. The Programme Officer will work across WWF offices and with partners such as Universal Ranger Support Alliance (URSA) globally to improve the monitoring and management of PCAs and OECMs.

3 MAJOR DUTIES AND RESPONSIBILITIES

Technical and Programmatic Support

- Support the delivery of SMART training, data management, and implementation in protected and conserved areas, under the supervision of the Protected & Conserved Areas Technology Lead.
- Contribute to the rollout and integration of URSA tools and standards in WWF projects under the supervision of the Director, Protected and Conserved Areas (PCA) Management and Governance.
- Provide technical assistance to WWF offices on SMART, and other conservation technologies.
- Assist in documenting good practices, lessons learned, and success stories from PCA technology use.
- Assist in the development of project proposals, workplans, reports and other communication materials.

Coordination and Knowledge Sharing

- Facilitate coordination and communications between WWF offices implementing SMART and URSA-related work.
- Support the organization of virtual and in-person events, such as training workshops, webinars, and peer exchanges.
- Assist in the development of peer-reviewed publications related to rangers and conservation technology implementation.
- Contribute to the maintenance of shared knowledge resources (e.g., guidance documents, SOPs, online toolkits).

Capacity Building

- Support the development and delivery of training modules on SMART and other tools for PCA staff and rangers.
- Assist in building technical capacity in WWF and partner organizations to ensure effective uptake of monitoring technologies.

Administrative and Logistical Support

- Provide support with reporting and coordination of project activities
- Assist in the tracking and monitoring of workplan implementation, especially under the URSA framework.

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4 PROFILE

Required Qualifications.

- Bachelor's degree in conservation biology, environmental science, natural resource management, GIS, or a related field.
- Existing knowledge or training in conservation technology, including GIS and/or SMART.
- Some experience working on conservation initiatives in Asia, Africa, or Latin America (e.g., full-time roles, field internships, volunteer experience, or short-term consultancies).
- Basic understanding of protected area management and ranger roles is desirable.
- Comfortable working in cross-cultural, interdisciplinary teams, and with remote supervision.

Required Skills and Competencies.

- Strong interest in conservation technology and data-driven conservation.
- Ability to learn and apply technical tools (e.g., SMART, GIS software) quickly.
- Ability to lead and deliver technical workshops to large groups.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills in English.
- Capacity to work collaboratively in a multicultural team environment.
- Ability to travel regularly, including to field-based training or support missions.
- Ability to attend meetings outside of office hours to accommodate other timezones.
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging 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.

5 WORKING RELATIONSHIPS

Internal.

. WWF offices, Wildlife Crime ACAI, HWC ACAI, PCA ACAI, People and Places Department.

External.

SMART Partnership & SMART Partner Organisations, URSA member organisations, IRF, academic institutions and other conservation partners involved in project delivery (i.e. government, community organisations).

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 by 2nd Line Manager : _____ Date: _____

Reviewed by Head P&C : _____ Date: _____

Approved by Country Director : _____ Date: _____

Accepted by Staff member : _____ Date: _____

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