



JOB DESCRIPTION - FINAL

Position title	: Senior Officer for Community Patrolling Engagement
Reports to	: PALE Manager
Supervises	: CPA LE Assistant, LE Officer and CPA Patrol Members
Location	: Sen Monorum, Mondulkiri province
Date	: December, 2020

Position Summary:

The main function of the Senior Officer for Community Patrolling Engagement is to develop and implement an annual work plan which incorporates 1) delivering technical of patrolling to communities in and around the Protected Areas (2) working with Law Enforcement Technical Advisor, Park director, local authority and communities in development strategy plan for patrol activities (3) Incorporation of key partners in key areas to implementation the work plan (4) Develop community patrol team network. The post-holder will also be responsible for technical, financial, reporting and administrative aspects of the Projects, in addition to being a key lead within the project. This position will be both office and field based, situated 100% of the time in Mondulkiri.

The Senior Officer of Community Patrolling Engagement provides support to the PALE Manager and EPL Head of program in the planning, management, implementation, monitoring and reporting of either EPL Project activities or community patrolling teams to ensure compliance with the Project document and WWF's contractual obligations and ensure close collaboration between the project managers, donors, partners and other relevant stakeholders in the project sites.

I. Major Duties and Responsibilities:

1. Leading CPA, LOE, LE Assistant and coordinate with other units in EPL to implement the tasks related to law enforcement;
2. Make sure community patrolling strategy developed and properly applied by target communities of both PPWS and SWS;
3. Produce annual work plan which ensure all key objectives will be met for each project based on SMART data and SMART report;
4. Update, develop and monitor progress of project work-plans & ensure that the project attains its objectives as cost effectively;
5. Represent the project in meetings, workshops, conferences, and symposium to present project activities and achievements as required;
6. Attend project coordination meetings with all key stakeholders (national and international organizations), as required, to ensure the smooth implementation of project activities and create synergy and cooperation between parties;
7. Coordinate CPA patrol teams of both PPWS and SWS to make sure well CPA forest protection;
8. Coordinate CPA Patrol teams to support PA Rangers in removing snares, road block, and join patrol outside their CPA forest areas;

9. Monitoring the implementation of work plan of the community patrol teams for related project and support setting strategy the community patrol in each CPAs and to support the remove snare in the conservation zone and core zone of both PPWS and SWS;
10. Support the development and revision of project annual work plan partners, all Community Patrol Teams of both PPWS and SWS;
11. Ensure effective community participation the patrolling performance, and to ensure the equitable distribution of benefit to community members through the development of benefit sharing mechanism;
12. Proper use of SMART
 - Produce monthly patrol reports for use in patrol planning and give technical assistance during patrol planning meeting;
 - Design patrol, edit report queries, and arrange SMART training as required;
 - Ensure high quality data – review patrol data and make corrections where errors are found;
 - Report errors to data entry personnel;
 - Provide consistent technical support and training for LEO, LETA, team leaders CPA patrol members and rangers;
 - Liaise with regional SMART support staff (e.g. WWF International);
 - Discuss needs for improvement with PALE manage/ EPL Head of program;
 - Analysis and strategic review of SMART data for LE Park Ranger and CPAs;
 - Synchronizing patrol data from server as required or in collaboration with data entry personnel;
 - Administration of SMART databases including security in discussion with LETAs and PALE (passwords etc.)
 - Ensure data collection procedures are being followed;
 - Assess equipment and capacity gaps and report to PALE manager;
 - Communicate all issues in SMART implementation to PALE manager;

II. Qualifications:

Education & Experience

- Bachelor's degree in conservation, natural resource management, environmental management or in relevant fields;
- Additional courses on Project Management and business and marketing area advantages;
- Knowledge of conservation and natural resource management issues in Cambodia, especially with regard to Community Forestry;
- Working knowledge of policy/institutional context in related field in Cambodia;
- Knowledge of the realities of government agencies, development partners, donor institutions, and the not-for-profit sector in the project;
- Knowledge of WWF priorities and approach to conservation;
- Knowledge of M&E methodology, quality assurance;
- 5 years of practical experience as Project Officer, 3 years of which should be in related fields;
- Experience of working with Government officials, local communities and /or donor at all levels;
- Familiarity with the project area and local communities will be an asset;
- Experience for working with environmental planning, policy and regulations with be preferred;
- Experience of SME development, micro-financing and private sector engagement an advantage.

Skills & Abilities

- Coaching and supervisory
- Communications and negotiation
- Networking and Teamwork

- Planning, organization, time management, facilitation and coordination
- Fluency in written and spoken English and local language
- Proficiency in MS Office
- Report writing in both English and Khmer
- Analysis and research
- Monitoring and evaluation
- Problem solving
- Leadership and Management
- Patrolling technics
- GIS and SMART data expert
- Travelling to remote locations
- Working on own initiative with minimum supervision and staying on task
- Working well in a multi-cultural team
- 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.**

III. Working Relationships:

1. **Internal** – Work under direct supervision and report directly to PALE Manager. Interact with PALE team, Community Engagement team, Project Managers, and Liaise with other staff in EPL including operations Team.
2. **External** – Interact with local authorities (village and district levels), Community Forestry, NGO partners, community people and other relevant associations.

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 & Approved by 2nd Line Manager : _____ Date: _____

Approved & Approved by HR Manager : _____ Date: _____

Accepted by Staff member : _____ Date: _____