



Project Coordinator ('Cambodia')

Directorate: Conservation

Location: Phnom Penh, Cambodia

Reporting to: Country Manager (Cambodia)

Grade: 8

Project description: WWT use a wide range activities and interdisciplinary research to restore wetlands in the Cambodian Lower Mekong Delta. Specifically, WWT has long-terms projects to conserve remnants of seasonally inundated grassland in Boeung Prek Lapov and Anlung Pring Protected Landscape. Over the last ten years WWT have worked alongside local partners to develop strategic conservation management plans to address threats and restore habitats – particularly as these are two of the last remaining feeding grounds of the Vulnerable sarus crane.

Main function of post: To act as the central coordinator for the Cambodia Projects, with key functions to include team leadership, budgeting and financial management, planning, monitoring, and reporting, health and safety, safeguarding, stakeholder relations, quality control for technical outputs and liaison with WWT colleagues in Cambodia and the UK. To step up to Scientific Coordinator when the Senior Project Manager is away.

Supervisory responsibilities: The post holder will manage relationship with rangers and contracted staff within Cambodia.

Responsibilities of the post

1. Act as the focal point for WWTs work to manage the work linked to the project's existing and future outputs and acting as a standing member of the Project Management Team.
2. Oversee the day-to-day management of the project for its effective and efficient implementation.
3. Manage the inputs of the project team, and support the staff and contractors engaged in the project activities to deliver quality outputs and outcomes in a timely manner.
4. Prepare and maintain project management tools (workplans, operational procedures, monitoring and evaluation plans etc).

5. Support in facilitating all procurement bidding process, procurement committee in the selection of appropriate suppliers and contractors, to promote good procurement practice in regard to sustainability, ethical purchasing standards
6. Draft terms of reference for consultants / third parties to be engaged during all project phases.
7. Ensure quality control of internal and external project reports.
8. Liaise regularly with the Country Manager and the Senior Project Manager and prepare first drafts of monthly, quarterly and annual reports to donors (as required).
9. Ensure responsible and transparent management of financial and physical resources.
10. Coordinate with WWT technical staff and partners from Cambodia and UK, based on plans developed by the assigned technical staff.
11. Liaise with various national and local stakeholders as required by the project and WWT to meet the requirements for transparency and engagement.
12. To step up to Scientific Coordinator and lead on the scientific activities when the Senior Project Manager is away

Line Management

This position is under the line management of the Country Manager, WWT Cambodia.

This position is required to provide leadership to all staff and volunteers working within The Cambodia Project team, enabling every team member's contribution to be maximised by ensuring that the appropriate levels of direction and support are provided through professional line management in line with WWT's people frameworks.

Health and Safety

Ensuring the health, safety and wellbeing of everyone in your team is an integral part of how they work, creating a safe environment for staff, volunteers and visitors by implementing WWT's health and safety policies and guidelines.

Sustainability

Be responsible for ensuring that your team engages with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your team.

Visitors and Supporters

Ensuring that your team engages and interacts with donors, supporters and the project audience/beneficiaries in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.

Dealing with personal and financial data

Ensuring that everyone in your team adheres to WWT's Data Protection policy and GDPR standards as an integral part of how they work.

Other

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Person Specification

1. Qualifications

Essential:

- Master of Science or equivalent professional experience in a relevant subject, eg, environmental science, biology, geography, hydrology or project management
- Current car driving license.

Desirable:

- Educational and/or professional experience of undertaking scientific research
- Formal GIS or database management training

2. Experience

Essential:

- Substantial experience in project management, ideally in the environmental sector and preferably related to wetlands
- Proven experience of managing grants of tens of thousand USD per year

Desirable:

- Experience leading wetland restoration project
- Experience in working with NGOs
- Relevant scientific research experience (including statistical analysis of scientific data)
- Publication of peer-reviewed scientific articles

3. Managerial & Supervisory

Essential:

- Previous line management or team leadership experience as follows:

Type of team member	Number managed (No. of direct reports)	Number supervised
Contractors	3	3

4. Responsibility

Essential:

- Ability to work independently and with professional competence, often away in isolated conditions
- Ability to manage complex partnership with different type of partners and contractors (e.g. NGO staff, ranger staff, MoE staff, building contractors)
- Excellent time-management and task prioritisation skills
- Ability to support delivery of high-quality activities and carry out quality assurance of contractors work
- Ability to manage the delivery of scientific data collection, analysis and reporting in a rigorous and timely fashion
- Ability to manage equipment and resources efficiently
- Ability to follow health and safety, social safeguarding and other regulatory/policy procedures

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility (to manage but all expenses must be approved by Senior Project Manager)	Up to £50,000
Project Size (normally managed)	Large

5. Creative Ability

Essential:

- Ability to work independently and with professional competence, often away from home and in isolated conditions
- Ability to take the initiative and address problems as they arise, especially where there is insufficient time to consult with colleagues or managers

6. Contact

Essential:

- Ability to collaborate with and influence a wide range of stakeholders, both internally and externally, to deliver outcomes and ensure WWT objectives are met.
- Ability to maintain a network of external national contacts, statutory agencies, academia and/or NGO's.
- Ability to work closely with WWT's varied staff (including staff linked to research, human resource, finance, marketing) ensuring effective delivery.
- Excellent communication skills – verbally, visually and in writing in English and Khmer.
- Ability to represent WWT locally, regionally and occasionally nationally.

General Notes

This position may from time to time require work during evenings or weekends to meet the needs of the post.