

GENERAL ANNEX 1.

Terms of Reference

WMPA Executive Secretariat Staff

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Executive Secretariat - Directors and Managers

ES/1: MANAGING DIRECTOR

Responsible to: The Chairman of the Board of Directors

Key responsibilities

The managing director of the Executive Secretariat is responsible for:

- i) the day to day management of the Authority in accordance with the general policies and specific directions of the Board of Directors;
- ii) the proper execution of the Executive Secretariats rights and duties;
- iii) the proper execution of the Executive Secretariats workplan;
- iv) the proper disbursement of and accounting for the Executive secretariats budget;
- v) effective leadership of the Executive Secretariats team;
- vi) effective and proactive liaison and coordination with all concerned government agencies, authorities, and other organizations stakeholders and businesses;

Principal Accountabilities/Main Tasks:

- 1: In consultation with stakeholders, prepare the Annual Management Plans and Operational Plans for approval by the BoD.
- 2: Prepare detailed annual budgets based on the Management Plans and Operational plans for approval by the BoDs
- 3: Coordinate and supervise the implementation of the Management Plans and Operational Plans by the Executive Secretariat and any of its Implementing Partners.
- 4: Monitor the implementation of the operational plan and disbursement of budget.
- 5: Enter into contracts under the authority of the BoD.
- 6: Keep proper accounts and records of financial transaction and affairs of the authority and arrange for accounts to be audited.
- 7: Ensure the correct and effective management of the WMPA's bank accounts.
- 8: Ensure disbursement of funds in accordance with the annual budgets approved by the BoD.

- 9: Monitor the work of relevant TA, suggesting improvements required in a timely manner, or inform the Directors cabinet of irresolvable deficiencies in TA ability or activities
- 10: Conduct (with Directors cabinet) annual staff evaluations.
- 11: Facilitate and oversee the development of a system of rules and regulations, permits and licenses applicable in the Nam Theun 2 Watershed/NPA, following consultation with stakeholders, for approval by the BoD.
- 12: Facilitate the monitoring and enforcement of such rules and regulations, system of permits and licensees applicable in the NT 2 Watershed/NPA.
- 13: Promote and support the carrying out of scientific surveys, technical research and data collection in the NT2 Watershed/NPA.
- 14: Facilitate the development of environmentally sustainable forms of livelihood for local communities within the NT2 Watershed/NPA.
- 15: Compile, reconcile and finalize monthly and quarterly progress reports of the Executive Secretariat Authority for distribution to the BoD, such reports to include;
 - a) the proceedings and activities of the Authority for that month/quarter;
 - b) a summary of financial transactions of the authority for that month/quarter;
 - c) the extent to which the objectives, policies and plans of the WMPA have been achieved or realised in that month/quarter;
 - d) an analysis of good and weak points of program and activity implementation in the period, and an outline of any issues requiring resolution; and
 - e) the workplan and budget for the Executive Secretariat for following month/quarter quarters.
- 16: Compile, reconcile and finalise (near) annual Progress Reports of the Executive Secretariat Authority for distribution to the BoD, such reports to include;
 - a) the proceedings and activities of the Authority for that year;
 - b) a financial report for that year;
 - c) the extent to which the objectives, policies and plans of the authority have been achieved or realised in that year; and
 - d) an analysis of good and weak points of program and activity implementation in the period, and an outline of any issues requiring resolution.

17: Perform such other duties consistent with the objectives as authorised by the BoD and under the guidance and direction of the Board of Directors.

18: Delegate duties and responsibilities to Deputies and Staff as appropriate.

Duty Station: Nakai District Town - WMPA headquarters

Duration: 4 years (subject to annual performance evaluation)

Qualifications required:

Degree, or higher, in agriculture, forestry, natural resource management or other relevant discipline.

Post graduate training in Protected Area Management preferable.

Experience and Skills required:

- 1: experience and demonstrated ability in the administration of a large organization;
- 2: experience and demonstrated ability in the management of staff;
- 3: experience and demonstrated ability in the management and administration of a budget and financial procedures;
- 4: experience and demonstrated ability in Protected Area management, and an understanding of the PICAD approach, combining participatory biodiversity conservation, and livelihood and community development;
- 5: experience in rural development planning and implementation experience;
- 6: An aptitude for public relations;
- 7: English language fluency and good computer skills.

ES/2: DEPUTY DIRECTOR – ADMINISTRATION

Responsible to: Director of the Executive Secretariat

Key responsibilities

Directly responsible for the effective function of;
the Administration and Finance Unit
the Procurement and Contracts Unit
the Vehicles, infrastructure and communications management Unit

Principal Accountabilities/Main Tasks:

1. To assist the division managers in the preparation of monthly, quarterly and annual budget plans and reports, and ensure they are prepared (for the Director) in a timely manner
2. To prepare monthly, quarterly and annual budget plans and reports of all other Units and offices of the Executive Secretariat.
3. Ensuring that the procurement of goods and services follows 'good practice' guidelines.
- 4: Drafting contracts under the authority of the BoD.
- 5: Ensuring the correct and effective management of the Authorities bank account.
- 6: Disbursing funds in accordance with their annual and quarterly budgets approved by the BoD.
- 7: Keeping proper accounts and records of financial transaction and affairs of the authority.
- 8.:Managing the Executive Secretariats bank accounts.
9. Supervision of contractors.
- 10.Ensure the maintenance of a goods and assets inventory
- 11 Ensure buildings are maintained and cleaned
- 12 Ensure vehicles are regularly maintained, and usage recorded.
- 13: Ensure that the communications equipment and system is maintained and operational.

14: Perform any other duties consistent with the Objectives as are authorised by the BoD and under the guidance and direction of the Board of Directors

Duty Station: Project office - Nakai District

Duration: 4 year contracts, based on performance review, may be renewed

Qualifications

- 1: Degree, or higher, in business administration or other relevant discipline
- 2: Post graduate training preferable

Experience and Skills:

- 1: Experience and demonstrated ability in administration.
- 2: Experience and demonstrated ability in the management of staff.
- 3: Experience and demonstrated ability in the management and administration of a budget and financial procedures.
- 4: An aptitude for public relation.
- 5: English language and computer skills.

ES/3: DEPUTY DIRECTOR – PPAM DIVISION

Responsible to: Director of the Executive Secretariat

Key responsibilities

Directly responsible for the operation and management of the Participatory Protected Area Management (PPAM) Division.

Principal Tasks/Main Tasks:

1. In consultation with stakeholders and the Executive Secretariat Director cabinet, prepare Annual Operational Plans for the PPAM Division, for submission to the Director's cabinet and thence the BoD.
- 2: Prepare detailed annual budgets based on the Operational Plans.
- 3: Coordinate and supervise the implementation of the Divisions Operational Plans by the Executive Secretariat and any of its Implementing Partners.
- 4: Prepare monthly and quarterly progress reports of the PPAM Division, to include;
 - a) the activities of the Division for that month/quarter;
 - b) a summary of financial transactions of the Division for that month/quarter;
the extent to which the objectives, policies and plans of the WMPA have been achieved or realized in that month/quarter;
an analysis of good and weak points of program and activity implementation in the period, and an outline of any issues requiring resolution; and
 - e) the workplan and budget for the BMMP Division for following month/quarter quarters.
- 5: Prepare, in consultation with the Director, (near) annual Progress Reports of the PPAM Division, such reports to include;
 - a) the proceedings and activities of the PPAM Division for that year;
 - b) a financial report for that year;
the extent to which the objectives, policies and plans of the authority have been achieved or realized in that year; and
an analysis of good and weak points of program and activity implementation in the period, and an outline of any issues requiring resolution.
6. Develop plans with and then sub-contracts (if appropriate) with implementing partners.
7. Identify Technical Assistance needs of the PPAM Division and a Terms of Reference for the same, and suggest a plan for their input.

- 8: Monitor the work of relevant TA, suggesting improvements required in a timely manner, or inform the Directors cabinet of irresolvable deficiencies in TA ability or activities
9. Conduct (with Directors cabinet) annual staff evaluations.
10. Manage the program to monitor the status of biodiversity resources.
11. Facilitate the development of a system of rules and regulations, permits and licenses applicable in the biodiversity resources of the NT2 Watershed/NPA.
12. Manage a program to protect biodiversity resources by a patrolling program, operation of gates and checkpoints, by close liaison with law enforcement agencies, and any other activities required.
13. Ensure close co-ordination and communication with local Military and Police Units, including the incorporation of these units staff in WMPA activities for the effective monitoring and enforcement of such rules and regulations, system of permits and licensees.
14. Ensure close liaison of the Executive Secretariat with VCMU's.
15. Assist in ensuring offenders are apprehended and dealt with according to the law. In cases requiring prosecution, assist in ensuring that all evidence and witnesses are made available for the judicial process.
- 16: Promote, support and co-ordinate the carrying out of scientific surveys, technical research and data collection with regard to the biodiversity of the NT2 Watershed/NPA.
- 17: Facilitate and participate in (with the FLUPAM Division) the development of biodiversity management systems and plans at the Watershed/NPA and at the village level.
- 18: Perform any other duties consistent with the WMPA's objectives and workplan, or as directed and authorized by the Managing Director and/or the BoD.

Duty Station: Project office - Nakai District
 Field work - forests in and around the NT2
 Watershed/NPA

Special Conditions of Service

While this position is at the level of Deputy Director, the incumbent must gain experience in, and continue to be familiar with the forest and village level activities. Thus, he/she must travel to and stay in the villages and forests of the area, and become physically involved in daily work for a significant number of days per year.

Duration: 4 year contracts – based on performance review, may be renewed.

Qualifications required

- 1: Degree, or higher, in Conservation Biology, Agriculture, Forestry, natural resource management or other relevant disciplines;
- 2: Post graduate training in Conservation Biology or related disciplines.

Experience and Skills required:

1. Experience in conservation biology and participatory biodiversity resource monitoring, management and protection.
2. Experience in Protected Area management and an understanding of the PICAD approach, combining participatory biodiversity conservation, and livelihood and community development.
3. Experience and demonstrated ability in administration and staff management.
4. Experience and demonstrated ability in the management and administration of a budget and financial procedures.
5. English language and computer skills

ES/4: DEPUTY DIRECTOR - LDC DIVISION

Responsible to: Director of the Executive Secretariat

Key responsibilities

The Deputy Director for LDC is responsible for:

- i) the management of the Livelihood Development for Conservation Division;
- ii) the management of the Tourism Support Unit;
- iii) facilitating the development of environmentally sustainable and culturally appropriate forms of livelihood development for local communities within the Nam Theun 2 Watershed Area;
- iv) maintaining close liaison with relevant stakeholders and partners, including District and Provincial authorities and other implementing partners, organizations and projects.

Tasks/Duties:

1. In consultation with stakeholders and the Executive Secretariat Director, prepare Annual Operational Plans for the LDC Division, for submission to the Managing Director and thence the BoD.
- 2: Preparation of detailed annual budgets based on the Operational plans for submission to the Executive Secretariat Director.
- 3: Coordinate and supervise the implementation of the Division's Operational Plans by the Executive Secretariat and any of its implementing partners.
- 4: Prepare monthly and quarterly progress reports of the LDC Division, to include:
 - the activities of the Division for that month/quarter;
 - a summary of financial transactions of the Division for that month/quarter;
 - the extent to which the objectives, policies and plans of the WMPA have been achieved or realized in that month/quarter;
 - an analysis of good and weak points of program and activity implementation in the period, and an outline of any issues requiring resolution; and
 - the workplan and budget for the LDC Division for following month/quarter quarters.
- 5: Prepare, in consultation with the Directors cabinet, (near) annual progress reports of the LDC Division, such reports to include:
 - the proceedings and activities of the Division for that year;
 - a financial report for that year;
 - the extent to which the objectives, policies and plans of the authority have been achieved or realized in that year; and

an analysis of strong and weak points of program and activity implementation in the period, and an outline of any issues requiring resolution.

6. Develop plans, and then sub-contracts (if appropriate), with implementing partners.
7. Identify Technical Assistance needs of the LDC Division, and then develop a plan for their input and a Terms of Reference for the same.
8. Monitoring the work of relevant TA, suggesting improvements required in a timely manner, or inform the Directors cabinet of irresolvable deficiencies in TA ability or activities
9. Conduct (with Directors cabinet) annual staff evaluations.
10. Facilitating and monitoring the implementation of baseline (and follow-up) socio-economic surveys and data collection (in all enclave villages and selected buffer zone villages).
11. Facilitating and monitoring the progressive implementation of Participatory Village Assessments (PVA) in all enclave villages, and selected buffer zone villages.
12. Ensure the collation (of data gathered) into a database.
13. Ensure the timely procurement and then delivery of goods and services required for villager and community development
14. Ensure the quality of goods and services procured for villager and community development
15. Perform any other duties consistent with the WMPA's objectives, as directed and authorized by the Exsec Director and/or the BoD.

Special Conditions of Service

While this position is at the level of Deputy Director, the incumbent must gain experience in, and continue to be familiar with the field and village level activities. Thus, he/she must travel and stay in villages, and become physically involved in daily work for a significant number of days per year.

Duty Station: Project office - Nakai District
Field work - NT2 Watershed/NPA and PIZ

Duration: 4 year contracts - based on performance review, may be renewed

Qualifications required:

- 1: Degree, or higher, in Agriculture, Forestry, Integrated rural development, community development, social sciences or related discipline.
- 2: Post graduate training in relevant fields.

Experience and Skills required:

- 1: Experience in the planning and implementation of villager livelihood and community development projects and programs, preferably including ethnic minorities.
- 2: Experience in the planning and implementation of rural development projects and programs.
- 3: An understanding of the PICAD approach to Protected Area management, combining participatory biodiversity conservation, and livelihood and community development.
- 4: Experience and demonstrated ability in administration, and management of staff.
- 5: Experience and demonstrated ability in the management and administration of a budget and financial procedures.
- 6: English language fluency and demonstrable computer skills

ES/5: DEPUTY DIRECTOR – FLUPAM DIVISION

Responsible to: Director of the Executive Secretariat

Key responsibilities

The Deputy Director for FLUPAM is responsible for:

1. The management and functional activities of:
 - 1.1: The Forest and Land Use Planning, Allocation and Management Division.
 - 1.2: The GIS database and mapping Unit.
2. Maintaining close liaison with relevant stakeholders and partners, including District and Provincial authorities and other implementing partners, organizations and projects;

Tasks/Duties:

1. In consultation with stakeholders and the Executive Secretariat Director, prepare Annual Operational Plans for the FLUPAM Division and GIS database Unit, for submission to the Managing Director and thence the BoD.
- 2: Preparation of detailed annual budgets based on the Operational Plans for submission to the Managing Director.
- 3: Coordinate and supervise the implementation of the Divisions Operational Plans and Units support activities.
- 4: Prepare monthly and quarterly progress reports of the FLUPAM Division, to include;
 - the activities of the Division for that month/quarter;
 - a summary of financial transactions of the Division for that month/quarter;
 - the extent to which the objectives, policies and plans of the WMPA have been achieved or realized in that month/quarter;
 - an analysis of good and weak points of program and activity implementation in the period, and an outline of any issues requiring resolution; and
 - the workplan and budget for the FLUPAM Division for following month/quarter quarters.
- 5: Prepare, in consultation with the Directors cabinet, (near) annual Progress Reports of the FLUPAM Division, such reports to include;
 - the proceedings and activities of the FLUPAM Division for that year;
 - a financial report for that year;
 - the extent to which the objectives, policies and plans of the authority have been achieved or realized in that year; and

an analysis of good and weak points of program and activity implementation in the period, and an outline of any issues requiring resolution.

6. Develop plans with and then sub-contracts (if appropriate) with implementing partners.
7. Identify Technical Assistance needs of the FLUPAM Division, and then develop a plan for their input and a Terms of Reference for the same.
- 8: Monitoring the work of relevant TA, suggesting improvements required in a timely manner, or inform the Directors cabinet of irresolvable deficiencies in TA ability or activities
9. Conduct (with Directors cabinet) annual staff evaluations.
- 10:Facilitate and monitor the implementation forest and land use planning and allocation in all enclave villages and selected buffer zone villages.
- 11:Ensure village level FLUPAM is conducted in a participatory manner, and ensures (at least) the maintenance of villager customary livelihoods and recognition of customary land and resource use rights.
12. Ensure the Divisions staff pin the Participatory Village Assessments (PVA) in all enclave villages, and selected buffer zone villages.
13. Facilitate and monitor the inventory and mapping of the NT2 Watershed/NPA forests and land use (by FIPC).
14. Facilitate via both formal and informal means (workshops) a process with relevant stakeholders to progressively develop a system of zones within the NT2 Watershed/NPA, and rules and regulations relevant to those zones.
16. Perform any other duties consistent with the WMPA's objectives, or as directed and authorized by the Managing Director and/or the BoD.

Special Requirements:

While this position is at the level of Deputy Director, the incumbent must gain experience in, and continue to be familiar with the field and village level activities. Thus, he/she must travel and stay in project villages, and become physically involved in daily work for a significant number of days per year.

Duty Station: Nakai Town - WMPA headquarters
Field work - Forests and villages in and around the NT2 Watershed/NPA

Duration: 4 year contracts - Based on performance review, may be renewed.

Qualifications required:

- 1: Degree, or higher, in Agriculture, Forestry, Resource management, social sciences or related discipline.

2: Post graduate training in relevant fields.

Experience and Skills required:

- 1: Experience in the planning and implementation of land and forest use planning and allocation in villages in and around Protected Areas.
- 2: Experience in the planning and implementation of land and forest use planning and allocation in ethnic minority communities with customary land and resource use rights.
- 3: Experience in the planning and implementation of land and forest use planning and zonation in NPA's of the Lao PDR.
- 4: An understanding of the PICAD approach to Protected Area management, combining participatory biodiversity conservation, and livelihood and community development.
- 5: Experience and demonstrated ability in administration, in staff management and in the management and administration of a budget and financial procedures.
- 6: English language fluency, a high level of competence in the use of GIS and database management software and excellent computer skills generally.

ES/6: MANAGER – KHAMKERD DISTRICT

Responsible to: Director of the Executive Secretariat

Key responsibilities

The Manager – Khamkeut District is responsible for:

- 1: Effective leadership of Khamkeut office.
- 2: Maintaining close liaison with relevant stakeholders and partners, including District and Provincial authorities and other implementing partners, organizations and projects in Khamkeut District.
- 3: The co-ordination of (not control of) all WMPA activities in Khamkeut district, but under the general guidance and management of the Executive Secretariat Deputy Directors.
- 4: Responsible for administration, finance and (local) procurement related to the WMPA's activities in Khamkeut District.
- 5: Responsible for coordinating the biodiversity monitoring, management and protection activities, in cooperation with the BMMP Division.
- 6: Responsible for coordinating the forest and land use planning, allocation, zonation and management activities, in cooperation with the FLUPAM Division, especially at the village level in Khamkeut district buffer zone villages.
- 7: Responsible for coordinating the villager livelihood and community development activities, in cooperation with the DPD-VL/CD, in buffer zone villages in Khamkeut District.

Principal Accountabilities/Main Tasks:

- 1: Assist all Divisions in the preparation of the Khamkeut District component of the Annual Management Plans and Operational Plans.
- 2: Assist each of the Division Managers in the preparation of detailed annual budgets (based on the Management Plans and Operational Plans) for each Divisions activities in Khamkeut District.
- 3: In co-ordination with each Division Manager, coordinate and supervise the implementation of the Operational Plans by the Executive Secretariat and any of its Implementing Partners in Khamkeut District.
- 4: Manage and monitor the disbursement of the budget in Khamkeut District, including the keep of proper accounts and records of financial transactions and affairs in Khamkeut District.
- 5: Ensure the correct and effective management of the Authorities bank account in Khamkeut District
- 6: Ensure disbursement of funds in Khamkeut District are in accordance with their annual and quarterly budgets approved by the BoD

- 7: Facilitate the monitoring and enforcement of rules and regulations, system of permits and licensees applicable in the NT2 watershed-NPA.
- 8: Any other duties as required by the Executive Secretariat Director.

Special Requirement:

This position is at the Manager, based in Khamkeut District, and is thus the WMPA's Executive Secretariats representative in this District and Bolikhamxai Province. Thus, the Manager must:

- a) maintain good and proactive relations with the full range of stakeholders in this District;
- b) ensure full cooperation of District and Provincial authorities; and
- c) coordinate - and thus understand - the full range of activities undertaken by the Executive Secretariat in this District and Province.

Duty Station: Lak Sao town, Khamkerd District

Duration: 4 year contracts - based on performance review, may be renewed

Qualifications

- 1: Degree, or higher, in agriculture, forestry, natural resource management or other relevant discipline
- 2: Post graduate training in Protected Area Management preferable

Experience and Skills:

- 1: Experience in governance and rural development in Khamkeut District.
- 2: Experience and demonstrated ability in administration.
- 3: Experience and demonstrated ability in the management of staff.
- 4: Experience and demonstrated ability in the management and administration of a budget and financial procedures
- 5: Protected Area management experience and an understanding of the PICAD approach, combining participatory biodiversity conservation, and livelihood and community development.
- 6: Rural development planning and implementation experience
- 7: An aptitude for public relation
- 8: English language and computer skills

Field Technical Staff

PO/1: LAND AND FOREST USE PLANNING AND MANAGEMENT OFFICER

Responsible to: Deputy Director for the FLUPAM Division

Duration: Full time, in contracts of 4 years

Main Tasks:

- 1: Plan and organize for village level forest and land use planning and allocation exercises, including the formation of teams composed of WMPA staff and implementing partners, and the preparation of maps, paperwork and equipment needs.
- 2: Make preliminary visits to villages to prepare them for FLUPAM exercises. This may be during participation, as a key team member, in the village PVA exercises.
3. Direct the conduct of village level FLUPAM.
4. Ensure all maps, data forms etc from FLPJAM, and from PVA, are compiled in a manageable and user friendly manner.
5. Prepare sets of village FLUPAM data, maps (with assistance from GIS UNIT) and all land allocation documents, to be returned to villages, and for the VL/CD Divisions.
6. Work closely with the Forest Inventory and Mapping Teams
7. Using the FIM data and other information, and together with the FLUPAM Manager and Technical Deputy Director, contribute to the evolution of zonation – watershed level allocation, of the NNT NPA.

Duty Station: Position 1: Nakai District Town (WMPA headquarters) with frequent and often extended travel to watershed/PA and buffer zone villages
Position 2: Khamkerd District Town (km 20), with frequent and often extended travel to villages and forest in Khamkerd District

Qualifications required:

- 1: Degree in the field of agriculture or forestry or related disciplines
- 2: Post graduate training in relevant disciplines

Experience required:

1. At least 5 years field experience in forest and land use planning and allocation in the context of PICAD based management of NPAs and/or

rural development projects, preferably in areas with ethnic minorities and areas under customary land and resource use management.

2. (at least a) Basic understanding of survey methods and mapping
3. Skill in participatory villager mapping, preferably with ethnic minorities.
4. Demonstrated ability to work effectively and empathetically with rural villagers.
5. Good organizational ability, communication skills, etc

PO/2: WILDLIFE MONITORING AND MANAGEMENT OFFICERS

Responsible to: Deputy Director the PPAM Division

Duration: Full time, in contracts of 4 years

Objectives

- i) To gain a better understanding of community use and management of wildlife, and the importance of wildlife in the livelihood systems of villagers.
- ii) To gather the knowledge and understanding of villagers in relation to the occurrence, habitat, ecology and behavior of wildlife species.
- iii) To draft realistic and effective wildlife management and conservation plans.

Duties/Tasks:

- a) Review all the data and the assessments of wildlife undertaken to date
- b) Train project staff in 'usage and management focussed' Participatory Biodiversity (wildlife) Assessment techniques and processes.
- c) Work with staff to conduct of PBAs(wildlife) in elected villages and/or zones.
- d) If time is available, provide input into the planning and conduct of wildlife surveys>
- e) Write a report conveying the information gathered from these two processes.
- f) Work with villagers and staff to improve current wildlife management and/or devise improved systems for wildlife management and utilisation based on the premise of:
 - > sustainable yield of managed species
 - > protection of conservation species
 - > management and species classification in relation to land and forest zonation

Duty Station: 5 Positions: NT2 Watershed/NPA enclave Zones: Field station in either Ban Navang, B. Makfeung, or B. Dteung

1 Position: Nakai (or Khamkerd) District Town (WMPA headquarters) with frequent and often extended overnight missions to the villages.

Qualifications required:

- 1: Degree or higher in the field of conservation biology, forestry or related disciplines.

2: Post graduate training in relevant disciplines.

Experience required:

1. At least 5 years field experience in wildlife monitoring and management
2. Some experience in PICAD based NPA management
3. Demonstrated ability to work effectively and empathetically with rural villagers.
4. Good organizational ability, communication skills, etc

PO/3: FLORA MONITORING AND MANAGEMENT OFFICER

Responsible to: Deputy Director for the PPAM Division

Duration: Full time, in contracts of 4 years

Objectives:

- i) To gain a better understanding of community use and management of plant life, and the importance of plants in the livelihood systems of villagers.
- ii) To gather the knowledge and understanding of villagers in relation to the occurrence, habitat and ecology of flora and plant NTFPs
- iii) To manage the ongoing development of the botanic database.

Duties/Tasks:

- g) Review all the data relating to botany, plant life, NTFPs etc, and the assessments of wildlife undertaken to date, and assist the information officer in compiling this data, and any new data, in a botanical database.
- h) Work with the international Botanist and local botany and ecology team (from NUOL) in initiating botanical surveys in selected sites of the NT2 watershed –NPA
- i) Participate in PVA's in order to collect ethnic –botanic data from all villages.
- j) Maintain regular liaison with the wildlife monitoring and patrolling team to develop habitat assessments as one parameters observed during rapid wildlife surveys.
- k) Work with wildlife ecologists to include consideration of flora and habitat assessments in ecology studies and descriptions,
- l) Develop an understanding and maintain a database of NTFP trade and use at the District and Province level,
- m) Work with villagers and staff to improve NTFP management and/or participate in development devise improved systems for NTFP management and utilization based on
 - > sustainable yield of managed species
 - > protection of conservation species
 - > management and species classification in relation to land and forest zonation

Duty Station: Nakai District Town (WMPA headquarters) with frequent and often extended overnight missions to villages and forests of the NT2 Watershed/NPA.

Qualifications required:

Degree or higher in the field of botany or related disciplines

Experience required:

- 1: At least 5 years field experience in level botanical investigations.
- 2: At least 3 years experience in management of NTFPs.
- 3: Demonstrated ability to work effectively and empathetically with rural villagers.
- 4: Good organizational ability, communication skills, etc

PO/4: COMMUNITY DEVELOPMENT OFFICERS

Responsible to: Deputy Director for the LDC Division

Duration: Full time, in contracts of 4 years

Principal Accountabilities/Main Tasks:

Direct and coordinate the gathering of baseline socio-economic data in NPA and selected PIZ villages, at the village and family level.

Direct and coordinate the implementation of Participatory Village Assessments – PVA's

Facilitate the process of village development planning

Participate and assist in the FLUPAM and LDC activities

Support the implementation of agricultural and forestry activities as they relate to group formation, such as producer groups, water user groups etc.,.

Support, and provide training for, the implementation of funding and/or credit mechanisms, be they VDF's, savings groups, family level sub-vention funds or similar.

Support the planning and development of community infrastructure (schools, water supply, roads etc.), community development and cultural development activities

Support and provide training for the food for work activities

Support the use of family socio-economic monitoring books

Support any other community based or group managed activities.

Maintain constant and close coordination with the agriculture development and extension officer.

Duty Station: 2 Positions: Nakai and Khamkerd District Town (WMPA headquarters) with frequent and often extended overnight missions to the villages and forests.

5 Positions: based in the NT2 Watershed/NPA enclave zones (field stations) in B. Navang, B. Makfeung, B. Dteung, B. Thameung and B. Nameo

Qualifications required:

Degree or higher in the field of social science or related disciplines

Experience required:

1: At least 8 years field experience and demonstrated ability in community development within the context of rural development or, even better, PICAD based NPA management and working with ethnic minorities.

- 2: Proven track record in the use of participatory tools and techniques, preferably with ethnic minorities.
- 3: Demonstrable ability to work effectively and empathetically with rural villagers.
- 4: Good organizational ability, communication skills, etc

PO/5: AGRICULTURAL DEVELOPMENT AND EXTENSION OFFICERS

Responsible to: Deputy Director for the LDC Division

Duration: Full time, in contracts of 4 years

Principal Accountabilities/Main Tasks:

Assist in the (continuing) participatory assessment of community socio-economic and community development status, needs and opportunities, and the gathering of baseline socio-economic data in enclave watershed villages, at the village and family level.

Jointly conduct, or participate in the Participatory Village Assessments – PVA's

Assist in the participatory formulation of agricultural and forestry development plans as part of the process of village development planning

Participate in and assist with FLUPAM activities.

Develop action plans with villages to enable the project to respond effectively, and in a participatory and sustainable manner. Then, assist in and guide the implementation of the development activities - agricultural and forestry – including;

ensuring that community organisation and ownership of activities is achieved;

ensuring that the correct inputs are provided in a timely and appropriate manner;

ensuring technical problems or community issues are identified and reported; and

providing technical advice and advice concerning community development issues.

Provide training on a range of agricultural topics, as and when required.

Maintain constant and close coordination with the community development officer.

Duty Station: **2 Positions:** Nakai and Khamkerd District Town (WMPA headquarters) with frequent and often extended overnight missions to the villages and forests.

5 Positions: based in the NT2 Watershed/NPA enclave zones (field stations) in B. Navang, B. Makfeung, B. Dteung, B. Thameung and B. Nameo

Qualifications required:

Degree or higher in the field of agriculture and/or forestry.

Experience required:

- 1: At least 5 years field experience and demonstrated ability in agricultural development and extension within the context of rural development, or even better within the context of PICAD based management of NPAs and working with ethnic minorities.
- 2: Demonstrated ability to work effectively and empathetically with rural villagers, including ethnic minorities.
- 3: Proven track record in the use of participatory tools and techniques.
- 4: Good organizational ability, communication skills, etc

PO/6: RURAL INFRASTRUCTURE ENGINEER

Responsible to: Deputy Director for the LDC Division

Duration: Full time, in contracts of 4 years

Main Tasks:

Initial years

1. Compile all information on irrigation systems, access routes and soil quality, and assist the International Rural Engineer (IRE) in reviewing them.
2. Assist in conducting stakeholder workshops to gain local community inputs as to the strategies and sites for rural infrastructure, such as irrigation and access development.
3. Assist the IRE in preliminary site investigations and in-field and in-village discussions with stakeholders.
4. Assist the IRE to refine the access development and irrigation development strategy and plan,
5. Assist the IRE in presenting plan to stakeholders meeting, and then finalize the plan.
6. Under the general guidance of the IRE (or plans left behind by him), initiate detailed survey and designs of selected sites.
7. Together with the Community and Agricultural development officers and relevant villages, develop implementation plans for the construction of village irrigation and access infrastructure.
8. Monitor and support the construction of such facilities.

Following years:

Assist the IRE review complete or on-going of surveys and designs and BoQs.

Assist the IRE to review and analyze the conduct of construction works

Undertake (or sub-contract) further surveys and design work

Undertake further work planning and construction scheduling

Duty Station: Nakai District Town (WMPA headquarters) with frequent and often extended overnight missions to villages

Qualifications required:

Degree or higher in the field of rural or civil engineering, or related discipline.

Experience required:

- 1: Some years experience and demonstrated ability in irrigation and rural engineering within the context of rural development, or even better within

the context of PICAD based management of NPAs would be preferable, but not essential.

2. If inexperienced, more important is the officers personal and professional qualities, including (a) a desire to do good work, (b) attention to detail and design, (c) ability to work with farmers, (d) a desire to learn from international experts (e) willingness to cooperate with other staff and activities of the WMPA, etc,

PO/7: FOOD FOR DEVELOPMENT WORK OFFICER

Responsible to: Deputy Director responsible for the LDC Division

Duration: Full time, in contracts of 4 years

Main Tasks:

- 1: Assessing community and family level food and rice security and identifying families with deficit/marginal food security.
- 2: Assist in identifying projects and potential participants in 'food for [development] work' activities. Participants will include activity or producer groups, community groups and families.
- 3: Assist communities in developing activity implementation plans for each project, with special focus on community organization aspects, activity time-frame and rice disbursement plans.
- 4: Assist in monitoring the progress/success of each activity.
- 5: Guide and monitor the disbursement of food (rice) to activity participants (together with the project finance and administration officer and assigned district counterparts).
- 6: Assist in food (rice) receivable, storage, transport and distribution procedures.

Duty Station: Nakai District Town (WMPA headquarters) with frequent and often extended overnight missions to the villages and forests.

Qualifications required:

Degree or higher in the field of agriculture, forestry or related discipline.

Experience required:

- 1: At least 5 years field experience and demonstrated ability in FFW within the context of rural development, or even better within the context of PICAD based management of NPAs.
- 2: Demonstrated ability to work effectively and empathetically with rural villagers, preferably with ethnic minorities.
- 3: Good organizational ability, communication skills, and a demonstrable track record in the successful use of participatory tools and techniques.

PO/8: GIS DATABASE AND MAPPING OFFICER

Responsible to: Deputy Director for the FLUPAM Division

Duration: Full time, in contracts of 4 years

Main Tasks:

1. Assist the GIS expert review GIS maps and information available to date and make a recommendation for the 6 year development and management of the GIS database and mapping systems.
2. Digitize new data when required, and manage the GIS database.
3. Manipulate satellite data in order to produce up-to-date forest cover and land use images and maps, and other objectives as required.
4. Produce a range of maps illustrating the areas geography, socio-economy, biodiversity and administration. Produce (print to scale) 1:50,000 (digital) topographic maps.
5. Download gps data as and when required.
6. Identify any gaps in basic data, and develop a plan to obtain the same.

Duty Station: Nakai District Town (WMPA headquarters)

Qualifications required:

Degree in Geography, Computer science or other relevant discipline.

Higher degree in the field of information technology or similar discipline

Experience required:

1. Demonstrated ability to use and manage GIS software, particularly Mapinfo and Arcview.
2. Close familiarity with database management and a good working knowledge of Microsoft Access.
3. At least 5 years work experience in the application of GIS to natural resource management or agriculture.
4. Good organizational ability and communication skills
5. Good English language ability

Administrative support staff

AO/1: ADMINISTRATIVE OFFICER

Responsible to: Deputy Director for Administration

Tasks:

- Operate WMPA's financial system, including disbursement of funds in accordance with annual and quarterly budgets approved by the BoD.
- Keeping proper accounts and records of financial transaction and affairs of the authority.
- Managing the Executive Secretariats bank accounts.
- Ensure the maintenance of a goods and assets inventory
- Manage the project vehicle fleet – both operation and maintenance.
- Manage the project office compound.
- Ensure project notice boards are maintained and updated (staff movement board, vehicle movement board, notice board, monthly activity board.
- Ensure that project goods and chattels are used correctly
- Ensure buildings are maintained and cleaned
- Ensure that the communications equipment and system is maintained and operational.
- Perform any other duties consistent and under the guidance and direction of Administration Deputy Director.

Duty Station: Nakai District Town - WMPA headquarters

Duration: 4 year contracts - based on performance review, may be renewed

Qualifications

- 1: Degree, or higher in business administration or related discipline
- 2: Post graduate training preferable

Experience and Skills:

- 1: Experience and demonstrated ability in administration.
- 2: Experience and demonstrated ability in the management of staff.
- 3: Experience and demonstrated ability in the management and administration of a budget and financial procedures.
- 4: Moderate English language and computer skills.

AO/2: ACCOUNTANT

Responsible to: Deputy Director for Administration

Tasks:

1. Operate and manage the project's financial system, including disbursement of funds as approved by the CTA or NPD.
2. Ensure that project fund management is undertaken accurately and honestly.

Duty Station: Nakai District Town - WMPA headquarters

Duration: 4 year contracts. Based on performance review, may be renewed

Qualifications

- 1: Degree, or higher in accountancy.
- 2: Post graduate training preferable.

Experience and Skills:

- 1: Experience and demonstrated ability in administration.
- 2: Experience and demonstrated ability in the management of staff.
- 3: Experience and demonstrated ability in the management and administration of a budget and financial procedures.
- 5: Moderate English language and good computer skills.

AO/3: PROCUREMENT AND CONTRACTS OFFICER

Responsible to: Deputy Director for Administration

Tasks:

1. Manage the procurement of all equipment, materials and services required by the WMPA.
2. Draw up specifications and contracts for procurement items and services.
3. Organize and manage inspection committees for all procurement items under the SEMFOP.

Duty Station: Nakai District Town - WMPA headquarters

Duration: 4 year contracts. Based on performance review, may be renewed every

Qualifications

- 1: Degree in business management, or higher MBA.
- 2: Additional post graduate training is preferable.

Experience and Skills:

- 1: Experience and demonstrated ability in administration.
- 2: Experience and demonstrated ability in the management of staff.
- 3: Experience and demonstrated ability in the management and administration of a budget and financial procedures.
- 5: Good English language and computer skills.

AO/4: PROCUREMENT AND DISBURSEMENTS ASSISTANT

Responsible to: Deputy Director for Administration

Tasks:

- 1: Assist the AFO to operate the project's financial system, including;
 - > disbursement of funds as approved by the CTA or NPD
 - > managing the computerized accounting system.
- 2: Assist record keeping for the projects vehicle fleet.
- 3: Assist management of the project office compound.
- 4: Typing of documentation and data
- 5: Management of the computer filling system
- 6: Management of the projects consumable store
- 7: Record keeping of the use and maintainence of project technical equipment
- 8: Any other tasks as directed by the CA or NPD

Duty Station: Nakai District Town - WMPA headquarters

Duration: 4 year contracts. Based on performance review, may be renewed

Qualifications

- 1: Diploma or degree or in business management.
- 2: Additional training/qualifications in clerical/admin. fields is preferable .

Experience and Skills:

- 1: Experience and demonstrated ability in administration.
- 3: Experience and demonstrated ability in the management and administration of a budget and financial procedures.
- 5: Moderate English language and good computer skills, in particular, Microsoft Word and Excel programs.

AO/5: SECRETARY AND COMPUTING OFFICER

Responsible to: Deputy Director for Administration

Tasks:

1. Operate and manage the project's financial system, including disbursement of funds as approved by the CTA or NPD.
2. Ensure that project fund management is undertaken accurately and honestly.

Duty Station: Nakai District Town - WMPA headquarters

Duration: 4 year contracts. Based on performance review, may be renewed.

Qualifications

- 1: Diploma or similar qualification in secretarial, business management or administration fields.

Experience and Skills:

- 1: Experience and demonstrated ability in administration.
- 2: Experience and demonstrated ability in the management of staff.
- 3: Experience and demonstrated ability in the management and administration of a budget and financial procedures.
- 4.: Demonstrable ability in word processing and use of spreadsheets and good computer skills generally.
- 5: Moderate English language

Support staff

SS/1: VEHICLE MECHANIC

Responsible to: Deputy Director for Administration

Tasks:

1. Care and maintenance of the WMPA fleet of vehicles.
2. The repair, and maintenance of all mechanical equipment, including boat engines, generators, power tillers, etc.

Duty Station: Nakai District Town - WMPA headquarters.

Duration: 4 year contracts, renewable based on performance.

Qualifications Diploma or equivalent vocational college qualifications in motor mechanics or mechanical engineering.

Experience and Skills:

- Proven track record in the motor repair and maintenance trade.
- An ability to improvise and work under difficult situations.

SS/2: COMMUNICATIONS AND ELECTRICAL MECHANIC

Responsible to: Deputy Director for Administration

Duty Station: Nakai District Town - WMPA headquarters

Tasks:

1. Repair, care and maintenance of all WMPA electrical equipment.
2. Service and maintenance of the 2 way radio system and equipment.

Duration: 4year contracts. Based on performance review, may be renewed

Qualifications

1. Diploma or equivalent in electrical engineering or nvocational qualification as an electrician.

Experience and Skills:

1. Previous experience in the care and maintenance of electrical and

communications equipment for a large institution or business.

SS/3: DRIVER

Responsible to: Deputy Manager Administration Division

Tasks:

- 1: To facilitate the vehicular movement of project staff and advisors, and any other person, as directed.
- 2: To maintain the assigned vehicle in a clean condition.
- 3: To maintain daily records of the vehicles movements, passengers, fuel usage and kilometarage (as per formats provided).
- 4: To undertake daily checks of the vehicle – both oils and fuel status and also the condition of all moving and other parts.
- 5: To report on vehicle problems, in a prompt and timely fashion.
- 6: To undertake any oiling, greasing, and repairs that can be done in Viengthong District office.
- 7: To monitor any repairs undertaken by contracted repair shops.,
- 8: To report on any vehicle misuse, by any staff or persons.

Duty Station: Nakai District Town - WMPA headquarters

Duration: 4 year contracts - based on performance review, may be renewed

Qualifications Lower high school as a minimum.

Experience and Skills:

- 1: Experience and demonstrated ability in driving and courteous and safe road use.
- 2: Experience and working knowledge of motor mechanics.
- 3: Moderate English language skills.

SS/4: BOATMAN

Responsible to: Deputy Manager for Administration Division

Duty Station: Nakai District Town - WMPA headquarters

Tasks:

- 1: To facilitate the water-borne movement of project staff and advisors, and any other person, as directed.

- 2: The movement of equipment by water routes.
- 3: To maintain the assigned boats in a clean and watertight condition.
- 3: To maintain daily records of the boats' movements, passengers, fuel usage and hours (as per formats provided).
- 4: To undertake daily checks of the boat – both oils and fuel status and also the condition of all moving and other parts.
- 5: To report on problems, in a prompt and timely fashion.
- 6: To undertake any oiling, greasing, and repairs that can be done in Viengthong District office.
- 7: To monitor any repairs undertaken by contracted repair shops.,
- 8: To report on any boats misuse, by any staff or other persons.

Duration: 4 year contracts. Based on performance review, may be renewed

Experience and Skills:

- 1: Experience and demonstrated ability in use of motorized boats and simple navigation.
- 2: Experience and working knowledge of boat repair and motor mechanics.
- 5: Moderate English language ability.