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**NAM ET-PHOU LOUEY NATIONAL PROTECTED AREA SITE COORDINATOR**

1. **Job Title:** NAM ET-PHOU LOUEY NATIONAL PROTECTED AREA SITE COORDINATOR  
   Added here on 31 Mar 2010

   **Job Type:** full-time temporary position

   **Opportunity location:** Viengthong District, Houaphan Province, Lao PDR

   **Closing date (if specified):** 9 Apr 2010

   **Opportunity Description:**

   **Purpose:** The Wildlife Conservation Society (WCS) has an MoU with the Government of Lao PDR to provide technical assistance to the Nam Et-Phou Louey National Protected Area (NEPL NPA) in northern Laos. The Site Coordinator position will be the on site-liaison between WCS and the NEPL NPA, building the capacity of government and non-government staff working in the NPA Management Unit office to effectively administer daily protected area operations, information systems and logistics in the NEPL NPA.

   **Duties:**
   Work with, and provide training for, a dynamic team of government and non-government staff to coordinate the management of on-site operations of the NEPL NPA that includes:
   - Regular planning, implementing and reporting on protected area activities that encompasses forest protection, conservation education, land use planning, ecotourism, research and monitoring;
   - Coordination with village, district and provincial government organizations to facilitate protected area activities;
   - Design and maintenance of information management systems for recording, tracking and reporting on protected area activities conducted in several districts and villages around the NPA;
   - Design and maintenance of systems to manage and track use and repair of NPA vehicles and equipment by field teams across several districts;
   - Management and maintenance of computers, software, internet and IT system at the NPA office;
   - Implementation of documented procedures and processes for managing and reporting on all donor funding for the NPA;
   - Contribute to the preparation of funding proposals for future activities of the NPA.

   **Qualifications required:**
   - Experienced in informal education of adults, including training, capacity-building and team building techniques;
   - Evidence of ability to work with a diverse multi-cultural team;
   - Extensive work experience in project management, with an understanding of protected area management and operations;
   - Cooperative attitude, reliable, well-organized and honest;
   - Ability to work effectively and achieve objectives at a remote location with limited supervision;
   - Ability to live in rural and relatively remote conditions, with good health and fitness;
   - Applied practical and creative skills in problem solving;
   - Good spoken and written English language skills; Lao language skills desirable
   - Computer literacy in Word, Excel, Access and Powerpoint;
   - Dedication to wildlife conservation and the mission of the Wildlife Conservation Society.

   The position is based in Viengthong District, Houaphan Province. Both national and international candidates are encouraged to apply. Contractee will report directly to the Director of WCS Lao Program and the head of the NEPL NPA Management Unit. Salary is competitive based on experience.

   **For more info, contact:**

   Applicants can send email letter of application, CV and two letters of reference to Ms. Soumalie Sygnavong at ssygnavong@wcs.org

   **Our Opportunity ID:** 15686

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