



## Job Description

<b>Position Title:</b>	Ecotourism Officer and Biodiversity Monitoring Assistant
<b>Position Type:</b>	Full time
<b>Salary Level:</b>	BG-06
<b>Last Update Date:</b>	01 November 2024
<b>Program/Department:</b>	Savannakhet Landscape Program
<b>Work Location:</b>	Kaysone Phomvihane City, Savannakhet Province (sometimes base in Kaengkok-dong (Champone District))
<b>Reports to:</b>	Savannakhet Landscape Coordinator. Additional reporting to Savannakhet Landscape Director, Technical Advisor(s)
<b>Supervisory For:</b>	<u>NONE</u>
<b>Job Purpose Summary:</b>	The WCS Lao program has obligations under the MOU with the Government of Lao PDR to assist with various wildlife conservation, research, and education activities. This person will assist in developing community-based ecotourism in Tansoum and Dondaeng (crocodile information center and turtle lake, respectively). The officer will assist communities in all ecotourism related activities, e.g. hosting visitors, sale of products and handicrafts, cleaning and maintenance of facilities, animal feeding and care and other site-related activities. The officer will also be involved in the preparation and implementation of business plans, with the long-term strategy being to cover the costs of running facilities at both Tansoum and Dondaeng, and assisting communities in the implementation of these business plans. Part of the work at Tansoum and Dondaeng will be to assist communities in proper and scientific management of the crocodile and turtle head-starting facilities. The officer will also be involved in other project activities such as strengthening community committees and their activity implementation, contributing to livelihood development, participating in community outreach and biodiversity monitoring, as required.

### KEY RESPONSIBILITY

Daily travel to Tansoum or Dondaeng villages or other fieldwork locations, as required in Champone, Xonnabouly Songkhone and Xaibouli districts, Savannakhet Province. Regular travel to WCS office in Kaison city for administrative work and team planning, approximately one week per month.



1. The Ecotourism Officer is part of the Savannakhet Landscape team and has the following key tasks:
2. Work closely with and support the WCS Savannakhet team, the provincial and district authorities and the village community in the development of an eco-tourism strategy for Xe Champhone wetland
3. Work closely with the WCS NEPL tourism team, in exchange of experience and on the development of tourism products for Savannakhet.
4. Coordinate and supervise the establishment of eco-tourism related infrastructure and follow up on their maintenance.
5. Support the community to develop a simple business plan for Ban Tansoum visitor center.
6. Support the community to develop a simple business plan for Dondaeng Turtle Lake
7. Support the community in the implementation of the business plans: activities, management, financial management, marketing, and promotion, etc.
8. Report monthly on eco-tourism activity implementation.
9. Enable communities to uphold professional and scientific standards in head-starting of crocodiles in Tansoum and turtles in Dondaeng, as well as in the keeping of adult turtles in Dondaeng.
10. Assist the development of products in the villages and their marketing and ensuring sales support the community conservation work.

**Other tasks/duties for WCS Lao PDR’s landscapes**

1. Assist in the implementation of Xe Champhone project’s biodiversity monitoring, as required.
2. Assist in the implementation of the outreach program, as required
3. Assist in strengthening capacity of communities to co-manage the Xe Champhone wetland and related project components.
4. Assist in project community livelihood development, as required.

**Qualifications Requirements:**

<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• <u>Local candidate are preferred</u></li> <li>• <u>Education</u> Minimum of Diploma or bachelor’s degree in biology, Environmental or Tourism related studies</li> <li>• <u>Knowledge (desired)</u> Working knowledge of general conservation principles, natural resource management issues in Laos and Savannakhet Province, laws related to community natural resource management resource planning and protected areas.</li> <li>• <u>Experience</u> At least one year experience working with international NGO’s or the private sector One year of relevant experience working with communities and government in Lao PDR related to the field, natural resources, and/or</li> </ul>
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	<p>conservation Experience working on ecotourism in Laos or in Savannakhet Province (desired)</p> <ul style="list-style-type: none"><li>• <u>General skills</u> Excellent Lao language skills both written and verbal Very good English-speaking skills and the ability to produce reports in English, Computer literacy, particularly proficiency using Microsoft Office products</li><li>• <u>Ability</u> Proven ability to work hard as part of a dedicated team Ability to learn quickly and flexibly adapt management of activities on short notice. Ability to organize monthly activities and field budgets planning.</li><li>• <u>Personal qualities</u><ul style="list-style-type: none"><li>- Willingness to be based in Champhone district, Savannakhet province.</li><li>- Willingness to spend extended periods of time working and staying with communities and in the field (Champhone, Songkhone, Xonnabouly and Xaibouly districts)</li><li>- Willingness to travel to Kaysone Phomvihane City for meetings.</li><li>- Willingness to learn and apply new skills.</li><li>- Patience</li><li>- Tolerance</li><li>- Flexibility</li><li>- Good people skill</li></ul></li></ul>
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**Employee Signature**  
**Date:**