



# GUYANA WILDLIFE CONSERVATION AND MANAGEMENT COMMISSION

## TERMS OF REFERENCE FOR ASSISTANT SITE MANAGER

### **Overview**

The Guyana Wildlife Conservation and Management Commission (GWCMC) was established in accordance with Section 4 of the Wildlife Conservation and Management Act. The Commission is responsible for all matters related to the protection, conservation, management, sustainable use and the internal and external trade of Guyana's wildlife. The Commission has signed an agreement as the Sub-grantee with the Center for International Forestry Research (CIFOR) with funding through the Food and Agriculture and Organization for a five-year Research project titled The Sustainable Wildlife Management Programme.

The Sustainable Wildlife Management Programme in Guyana is aimed at ensuring that wildlife, ecosystems and their services are conserved and the living conditions, food security and cultural identity of rural villages are improved. The specific objective is to pilot integrated sustainable co-management models for sustainable wildlife and fisheries management in the multiple use savanna-forest landscapes of the Rupununi region to inform a national level scale-up which will serve as an example to neighboring Caribbean and Amazon countries.

**Duty Station:** Lethem - Rupununi, Region 9

### **Overall Responsibilities:**

The Assistant Site Manager works in collaboration with the Country Coordinator to assist in the implementation, monitoring and reporting of site activities. He/she coordinates the logistics of field-based activities to ensure that they are aligned with site work plans.

### **Principal Functions**

Assist in ensuring the effective planning, logistics and monitoring of the implementation of site-based activities according to the approved work plan and budget.

**The Assistant Site Manager is responsible for (but not limited to) supporting the work of the Country Coordinator by:**

1. Assist in the implementation and monitoring of project activities in the Rupununi region.
2. Assist in the daily operations management of operations on site, ensuring that the project is brought to a successful completion and meets the required time, budgetary and quality constraints.
3. In collaboration with the Country Coordinator, ensuring the maintenance all records and datasets of site level activities in collaboration with SWM Georgetown Office.
4. Assist in the development, implementation and maintenance of accurate records of: a comprehensive monitoring/accountability procedures to ensure activities, equipment use (vehicle, fuel, equipment, etc) and other resources are done/used effectively and transparently.
5. Manage equipment and infrastructure through ensuring adequate controls, monitoring and accountability measures.
6. Ensuring timely management of any unforeseen delays.
7. Responsible for GRM processes.
8. Ensuring adequate labour and resources is available on site.
9. Maintain communication with communities and other local stakeholders.
10. Facilitate consultations and collaboration between partners within the region.
11. Organize transportation and accommodation for the visiting teams.
12. Aid in procurement of goods and services for project within Rupununi.
13. Requisition all materials, and oversee the deliveries to ensure they are completed in keeping with agreed timelines.
14. Assist in the supervision of site teams as instructed by the Country Coordinator.

15. Carry out safety inspections and fulfilling the health, safety and welfare responsibilities.
16. Assist in the recruitment and selection process when asked.
17. Prepare regular reports for submission to the Country Coordinator outlining the status all site level activities and resource use.
18. Any other duties that may be assigned from time to time.

**Deliverables:**

- Compiling Monthly Site Level Reports from Partners and Consultants.

**Reporting Responsibilities:** Country Coordinator

**Supervisory Responsibilities:** Assist in the supervision of driver/logistician, consultants and other site staff according to each year's activity plans.

**Job Requirements/Specifications**

**Education:** Degree Natural Resources Management, Forestry, Environmental Science or other relevant qualifications.

**Experience:** At least three years of experience in project management, experience working with local communities. Competences in administration and organizational skills would be an asset.

**Essential Skills:**

- Maintaining high level of accountability.
- Ability to manage a team and maintain good working relationships with staff.
- Ability to solve problems in an efficient and creative way.
- People Oriented
- Ability to set Priorities
- Organizational and Planning Skills
- High level of integrity
- Excellent written and oral English communication skills
- Strong working knowledge of MS Office (Word, PowerPoint, Excel and Publisher).
- GIS skills are an asset

**Job Conditions**

The Assistant Site Manager will be stationed at the project office in Lethem with extensive travel to the different implementation sites within the Rupununi and Georgetown.

**Mental Requirements:** High

- Data Analysis
- Problem Solving
- Decision Making
- Innovation/ Creation
- Writing/Composing
- Reading

**Physical Requirements:** Travelling and overnight lodging in remote interior locations will be required.

**Salaries and Benefits**

Salaries and Benefits are based on the Sustainable Wildlife Management Programme's existing salary scheme, and benefits are in accordance with the laws of Guyana and the policies of the program. These are all provided for in the Contract of employment.

**Nature of Recruitment:** Local