



# GUYANA WILDLIFE CONSERVATION AND MANAGEMENT COMMISSION

## TERMS OF REFERENCE FOR RESEARCH ASSISTANT-SWM

### **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 a Sub-grantee with the Center for International Forestry Research (CIFOR) with funding through the Food and Agriculture and Organization for implementation of the Sustainable Wildlife Management Project.

The Sustainable Wildlife Management Project in Guyana is an initiative 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.

### **Overall Responsibilities:**

The Research Assistant is expected to provide support to the GWCMC and Sustainable Wildlife Management Programme (SWM) through coordination with both agencies in research and education awareness programmes.

### **The position shall cover the following areas:**

The incumbent is expected to support the work of the SWM and Research department of GWCMC by assisting in the planning and execution of research, education awareness programmes and completion of reports.

### **Responsibilities (include but not limited to):**

1. Respond to wildlife incident reports as necessary.

2. Support the Communications Officer in the environmental education program, as a liaison between GWCMC and SWM.
3. Liaise with the Monitoring and Compliance Division as needed.
4. **Undertake research projects in the field by:**
  - a) Assist in setting research objectives for research programs and providing feedback on research.
  - b) Assist in organizing field logistics for research projects, this includes equipment and resources management.
  - c) Assist in monitoring data collection in the fields and ensure quality of data.
  - d) Support the development of research projects, analysis of data and written communication as required.
5. Assist in the supervision of volunteers, students and interns.
6. Assist in the completion of departmental reports.
7. Support in the recovery and restoration of habitats for threatened species.
8. Staying up to date with any major changes in relation to species status e.g. Endangered, near threatened and extinct.
9. Provide Administrative support in the completion of minutes and other correspondence.
10. Any other duty that may be assigned from time to time.

**Reporting Responsibilities:** Research Officer

**Supervisory Responsibilities:** No supervisory responsibilities.

**Job Requirements/Specifications**

**Education:** Bsc. In forestry, Environmental Science or a related field.

**Experience:** At least one (1) year experience working in a similar capacity.

**Essential Skills:**

- Knowledge of basic field tools (GPS, Compass and Maps)
- Working knowledge of Microsoft Word and Excel
- Knowledge of Microsoft Power point and Access would be an asset
- Excellent communication skills (written and oral)
- Ability to travel long distances

**Job Conditions**

Will be spending 50% of time at the Guyana Wildlife Conservation and Management Commission and the other 50% of time the incumbent would be required to travel for special projects.

**Mental Requirements: High**

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

Physical Requirements: High  
The job requires a high level of physical activity.

**Salaries and Benefits**

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

**Nature of Recruitment: Local**