



GUYANA WILDLIFE CONSERVATION AND MANAGEMENT COMMISSION

TERMS OF REFERENCE FOR WILDLIFE MONITORING OFFICER

Commission 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, internal and external trade of Guyana's wildlife.

Overall Responsibilities:

The officer must be able to participate effectively in the monitoring of all levels of wildlife protection (protected areas and individual species) and exploitation (trapping to export and import) activities. The officer must have a firm grasp of the Wildlife act, the regulations and moderate knowledge of other relevant acts in Guyana.

The incumbent must also be well in tuned with CITES, its current activities and the outcome from those activities.

The position shall cover the following areas:

The incumbent will be responsible for research, monitoring of the import and export of wildlife, captive breeding, ranching and artificial propagation facilities, holding stations. Also the monitoring of transportation of wildlife and trapping operations.

Responsibilities (include but not limited to):

The officer must be well in tuned with CITES, its current activities and the outcome from those activities.

Trapping

- Ensure that methods used are in keeping with the regulations and guidelines established by the Commission and the further conservation of species;
- Ensure that the areas where trapping is conducted have been approved for such activities;

- Ensure that the number of specimens harvested is in keeping with quotas for the defined period;
- Ensure that trappers and their associates are able to fill required forms and provide basic information about their trapping activities;
- Maintain healthy relationships with all trappers; and
- Ensure that trappers are registered and are au fait with the current operations and requirements of the GWCMC.
- Ensure that trappers and their associates are able to fill required forms and provide basic information about their trapping activities.
- Maintain healthy relationships with all trappers
- Ensure that trappers are registered and are “up to speed” with the current operations of the GWCMC.

Transportation

- Ensure that the methods and routes of transportation stipulated by the GWCMC are adhered to;
- Maintain healthy relationships with transportation companies, associations and authorities to have frequent checks at import/export and transit points across Guyana.
- Ensure that accompanying travel documents are kept and are correctly filled;
- Assess animal conditions for proper health

Holding Stations

- Maintain proper records of specimens entering and leaving holding stations and temporary holding facilities;
- Ensure that exporters maintain proper records of activities at holding stations;
- Ensure that the operations at holding stations are in keeping with the regulations and conditions defined by the GWCMC.
- Encourage better practices where necessary to ensure proper health of animals.
- -Conduct training (formally or otherwise), to ensure competency of staff at holding stations.
- Investigate mortalities with the intention of significantly reducing same; where dissections are possible, these will be conducted and will be properly documented.

Captive breeding, ranching and artificial propagation facilities

- Work closely with the Research Division to assess these operations to assist in troubleshooting if the need arises;
- Incorporate frequent monitoring of these facilities as a part of the monitoring schedule; and

- Share data collected on the monitoring exercises with the Research Division.

Export

- Establish a good working relationship with airline companies, Guyana Revenue Authority (Customs), Guyana Police Force (Immigration), Customs Anti-Narcotics Unit and other relevant stakeholders;
- Be versed in identifying species that are exported;
- Establish relationships with local craft shops that utilize parts or derivatives of wild animals and plants both CITES and non- CITES listed;
- Carefully inspect shipping requests and permits for export;
- Be effective in communicating hiccups at holding stations and during airport operations;
- Carefully complete short shipments in a timely efficient manner and adjust short shipments in the trade database.
- Submit triplicate/yellow copies of permits to aid the smooth adjustments of monthly trade reports by the GWCMC; and

Import

- Be versed in identifying the basic species of plants and animals that are frequently imported
- Establish relationships with plant shops to monitor the import of CITES and non-CITES listed species

Domestic trade

- Ensuring all wildlife/wild meat dealers are licensed and those licenses are valid;
- Frequently monitor wildlife trading points around the country.
- Ensure that accurate and complete records are kept by dealers.
- Ensure that wildlife in the possession of a license-holder is in strict accordance with the license and that wildlife is kept under acceptable conditions;
- Ensure that dealers understand the reason for a quota and the basis of sustainable utilization; Where practical, participate in outreach activities with miners and loggers to reduce the collection of feline and other endangered species; and

- Officers will ensure that wildlife trading points around the country are monitored frequently.

Enforcement and compliance

- Respond to contraventions of the Wildlife Conservation and Management Act
- Participate in operations to combat illegal wildlife activities.
- Conduct education sessions with wildlife dealers on the Wildlife Conservation and Management Act.

Research follow up

- Monitoring Officers will be responsible for conducting at least 10% of previously executed research to ensure that data on species is up to date and to assess trends in populations.

Perform any other relatable duties that may be assigned from time to time.

Reporting Responsibilities: Reports to the Director of Monitoring and Compliance

Supervisory Responsibilities: No supervisory responsibilities.

Job Requirements/Specifications

Education: Certificate/diploma in Agricultural Science or Animal Husbandry/Veterinary Public Health from GSA, REPAHA or any other recognized institution.

Experience: At least three (3) years' experience working in a similar capacity.

Essential Skills:

- Knowledge of basic field tools (GPS, Compass and Maps)
- Working knowledge of Microsoft Word and Excel
- Excellent communication skills (written and oral)
- Ability to travel to multiple work sites or perform work at one fixed location
- Ability to build and maintain relationships with relevant stakeholders.

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 to complete job duties.

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