



GUYANA WILDLIFE CONSERVATION AND MANAGEMENT COMMISSION

TERMS OF REFERENCE FOR RESEARCH ASSISTANT

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 Research Assistant is expected to provide research support to the Research Division.

The position shall cover the following areas:

The incumbent is expected to support the work of the Research Division by assisting in the planning and execution of research, completion of reports and providing administrative support as necessary.

Responsibilities (include but not limited to):

1. Assist in field research techniques.
2. Respond to wildlife incidences as necessary.
3. Liaise with the Monitoring and Compliance Division as needed.
4. Assist in setting research objectives for research programs.
5. Providing critique and feedback research or documents more robust.
6. Undertake research projects in the field.
7. Assist in the completion of research and departmental reports.
8. Support in the recovery and restoration of habitats for threatened species.

9. Assist in organizing field logistics for research projects, this includes equipment and resources management.
10. Assist in monitoring data collection in the fields and ensure quality of data.
11. Support the development of research projects, analysis of data and written communication as required.
12. Assist in the supervision of volunteers, students and interns.
13. Staying up to date with any major changes in relation to species status e.g. Endangered, near threatened and extinct.
14. Provide Administrative support in the completion of minutes and other correspondence.
15. 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