



# **GUYANA WILDLIFE CONSERVATION AND MANAGEMENT COMMISSION**

## **TERMS OF REFERENCE FOR DIRECTOR OF THE MONITORING AND COMPLIANCE DIVISION**

### **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 Monitoring and Compliance Division's functions include development and implementation of monitoring plans and building capacity of staff and key stakeholders in monitoring protocols. The Division's functions also include enforcing compliance with wildlife laws, establishing and building GWCMC's enforcement and investigations capacity and collaboration with enforcement agencies. The incumbent must be able to monitor and ensure compliance with the Wildlife Management and Conservation Act and its subsidiary regulations. He /She must have a firm grasp of the Wildlife Conservation and Management Act, the regulations and moderate knowledge of other relevant acts pertaining to wildlife in Guyana.

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

The incumbent will be responsible for overseeing the effective monitoring of wildlife and activities involving wildlife including domestic trade, international trade, hunting and transport. Additionally, monitoring all operations involving wildlife such as captive breeding, ranching and artificial propagation operations, holding premises, zoos and captive wildlife facilities.

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

### **1. Monitoring of Wildlife Extraction and Trade**

The Director of the Monitoring and Compliance Division is expected to develop and implement a monitoring programme for all wildlife extraction and trade activities. Such activities include but are not limited to: trapping, hunting, fishing, domestic sale and international trade (import, export, re-export and introduction from the sea). The monitoring programme will include but is not limited to the following:

- Monitor all activities involving wildlife extraction and trade to ensure compliance with the WCMA, its regulations and guidelines in force;
- Ensure all activities involving wildlife activities and trade comply with the license/permit conditions;
- Maintain records pertaining to wildlife extraction and trade;
- Monitor transportation routes for wildlife and ensure that all relevant documentation for transportation are in place;
- Monitor shipments at ports of exit and entry;
- Ensure that best practices are implemented so that animal welfare is not compromised during extraction/trade activities;
- Collaborate with the Licensing and Permitting Division and the Research Division to develop and implement traceability mechanisms; and
- In collaboration with the Research Division, make recommendations on harvest zones.

### **2. Monitoring operations that deal with wildlife**

- Operations that deal with wildlife include, but are not limited to holding premises, captive wildlife operations, captive-breeding operations, ranching operations, artificial propagation operations, zoos and rescue centres. The Director is expected to develop and implement monitoring programmes for these operations/facilities in keeping with the WCMA, regulations under the Act as well as the terms, conditions and applicable guidelines of the licenses/permits. Such programmes will include but are not limited to:
  - Regularly scheduled inspections to ensure compliance with laws, regulations and license conditions;
  - Assessment of the welfare of the animals held in such operations;
  - Inspection of records; and
  - Implementation of compliance measures where shortcomings are observed.

### **3. Stakeholder Engagement**

The Director of the Monitoring and Compliance Division is responsible for engaging with the Commission's stakeholders in order to build relationships, encourage compliance and enhance the monitoring and enforcement capacities of the Commission and partner agencies.

### **4. Training and Capacity Building**

The Director of the Monitoring and Compliance Division is responsible for identifying training and capacity building needs for the staff of the Division as well as relevant stakeholders. Such training and capacity building can include but is not limited to:

- Training for staff in the Commission's procedures and protocols;
- Training for staff on the laws and regulations;
- Training for enforcement agencies on laws, conventions, protocols;
- Training for the judiciary;
- Training for wildlife users/traders on laws, regulations and best practices involving wildlife

### **5. Responses to Reports/Complaints Involving Wildlife**

The Director of the Monitoring and Compliance Division is responsible for coordinating responses to reports/complaints involving wildlife. Such reports may include reports of violations of the act, human-wildlife conflict, injured/sick wildlife, nuisance wildlife or wildlife stranding. The Director may be required to liaise with the Research Division, Communications Division or other agencies to mount an effective response to the reports. Responses may include but are not limited to;

- Removal of wildlife from the area;
- Handling, treatment and care of wildlife;
- Recommendation of mitigation strategies;
- Seizure/confiscation of wildlife;
- Investigation of violations of the Act

### **6. Administration**

- Prepare and execute work programme and monitoring plans for the Monitoring and Compliance Division;
- Prepare the budget for the Division and monitor the use of the resources;
- Assign duties to the officers of the Division to ensure effective execution of the Division's work programme;
- Prepare and submit the Division's monthly and annual reports in a timely manner.

## **7. Compliance and Enforcement**

- Identify contraventions of the WCMA and organize responses in a timely and effective manner; Investigate reports/incidents of contraventions of the WCMA and take the necessary actions as prescribed under the Act and Regulations;
- Develop and implement strategies to ensure compliance with the WCMA and its regulations;
- Organize operations to effectively combat illegal wildlife activities which may include collaboration with sister agencies; and
- Where necessary and appropriate carry out joint activities with other enforcement agencies.

**8.** Perform any other relevant duty that may be assigned from time to time.

**Reporting Responsibilities:** Reports to the Commissioner

**Supervisory Responsibilities:** All staff of the Monitoring and Compliance division.

## **Job Requirements/Specifications**

**Education:** Msc. In Forestry, Natural Resources Management or a related field.

**Experience:** At least seven (7) years' experience in Monitoring and Compliance.

### **Essential Skills:**

- Knowledge of basic field tools (GPS, Compass and Maps)
- Working knowledge of Microsoft Word and Excel
- Ability to travel to multiple work sites or perform work at one fixed location
- Possess strong verbal, written and technical communication skills
- Capacity to be highly organized and manage several tasks at one point in time
- Excellent critical thinking skills
- Work independently on projects or within a team environment.

**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