



Term of Reference

Preamble

NatureLife Cambodia (NLC), established in 2017, is the official Partner of BirdLife International in Cambodia. Building on nearly 25 years of conservation experience, NLC protects threatened species, important habitats, and wetlands across Cambodia through biodiversity conservation, habitat management, REDD+, wildlife-friendly initiatives, sustainable livelihoods, and community engagement.

With support from the Critical Ecosystem Partnership Fund (CEPF), NLC is implementing the project *“Strengthening Civil Society Leadership and Community Stewardship in Tonle Sap.”* The project aims to improve the conservation and management of Boeng Tonle Chhmar and Stung Sen Ramsar Sites in Kampong Thom Province by strengthening the capacity of civil society organizations, government rangers, and local communities to monitor biodiversity, address conservation threats, and protect these internationally important wetlands. NLC is seeking qualified individuals to join the project team and support its objectives.

Position title: SMART and Biodiversity Monitoring Assistant, Full Time

Direct reports: 1) Project Manager
2) Community Officer

Validity: 1 year

Location: NatureLife Office in Phnom Penh, Cambodia

The overall purpose of the job:

The SMART and Biodiversity Monitoring Assistant provides administrative, technical, and operational support to Project Manager in implementing conservation projects at the Tonle Sap sites, including activity coordination, fieldwork, biodiversity monitoring, capacity building, data collection, and reporting, ensuring activities are delivered effectively and in line with approved work plans and donor requirements.

Duties & Responsibilities

- Support the entry, management, and analysis of SMART (Spatial Monitoring and Reporting Tool) data from monthly patrols conducted by government rangers and Community Protected Areas (CPAs).
- Coordinate patrol planning, field implementation, and reflection with government rangers.
- Monitor ranger performance through joint patrols and provide capacity-building support, including training on SMART, bird identification, and biodiversity recording, to improve patrol effectiveness and data quality.
- Prepare monthly SMART reports, document key findings, and communicate results to the Project Manager.

- Assist in organizing and implementing project activities, meetings, training sessions, and events at project sites.
- Monitor project progress, identify implementation challenges and constraints, and collaborate with the project team to develop appropriate solutions.
- Prepare and implement monthly work plans aligned with project objectives and approved activities.
- Maintain and manage GIS data and shapefiles, and prepare basic maps as required.
- Participate in project-related training sessions, meetings, and other assignments as requested by Project Manager.
- Support fieldwork and other project activities at the Tonle Sap sites as needed

Requirements

- Undergraduate in Biodiversity Conservation, Environmental Science, Forestry, Climate Change, Agriculture
- Some experience in Biodiversity or environmental protection projects preferred
- Experience in writing quality report
- Experience with Ms. Word, Excel & Power Point
- Basic knowledge in SMART Patrol and GIS is preferred
- Good is English speaking and writing
- Ability and availability to travel and work in the project site.

Application Process

Salary and benefits are negotiable and commensurate with experience. Interested candidates should submit a CV and cover letter (clearly indicating the position applied for) to **Mr. Bou Vorsak** (CEO of NatureLife Cambodia) via email at admin@birdlifecambodia.org

Applications should not exceed 1 MB in size and must be submitted no later than **15 November 2026**. Only shortlisted candidates will be contacted.