



## JOB DESCRIPTION

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**Position title:** Wildlife Protection Coordinating Officer

**Location:** Based in Kanchanaburi, Thailand with travel to all Panthera Thailand landscapes

**Reports to:** Wildlife Protection Project Manager

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### **The Organization**

Panthera, founded in 2006, is devoted exclusively to the conservation of wild cats and their ecosystems. Utilizing the expertise of the world's premier cat biologists, Panthera develops and implements global conservation strategies for the most imperiled large cats – tigers, lions, jaguars, snow leopards, cheetahs, pumas and leopards. Representing the most comprehensive effort of its kind, Panthera works in partnership with local and international NGOs, scientific institutions, local communities and governments around the globe. For more on Panthera, visit [www.panthera.org](http://www.panthera.org).

### **Summary/Position Overview**

The key purpose of this Thailand based position is to assist the Wildlife Protection Project Manager to coordinate and report on ongoing activities related to Panthera's Wildlife Protection work in Thailand. This will primarily consist of developing detailed reports and outputs in English and Thai on activities, liaison with partners at the Department of National Parks (DNP) and other institutions, organizing and facilitating trainings, coordinating with other team members to compile data and contributing to project development, primarily in the south WEFCOM. The position will be instrumental in ensuring the necessary flow of information between Panthera's Thailand program and the rest of the organization.



## **Major Responsibilities**

### **Project Coordination**

- The Wildlife Protection Coordinating Officer will work with the WP Project Manager to coordinate with key partners, such as the DNP and other NOGs, to organize and facilitate meetings, workshops and other collaborations.
- The Coordinating Officer will also be responsible for preparing letters and documents necessary to the implementation of such activities.
- This person will provide support to other Panthera staff in translation and interpretation.

### **Reporting and Production of Outputs**

- The Wildlife Protection Coordinating Officer will be responsible for compiling high-quality reports in English and Thai of Panthera's Wildlife Protection activities.
- The Coordinating Officer will be expected to work closely with all relevant Panthera team members to compile data and results into reports and analytical products in both languages.
- The Coordinating Officer will attend conferences and workshops delivering presentation and contributing to discussions that extend the influence and presence of Panthera within key forums related to wildlife conservation in Thailand and the region.

### **Building relationships**

- The Coordinating Officer will use their English language skills to develop working relationships with Panthera staff across the region to communicate Panthera Thailand's work and assist in coordinating strategies.
- Exemplify professional communication at all times and maintain effective stakeholder relationships, particularly with the Dept. of National Parks and other relevant government agencies, universities, law enforcement agencies and other relevant organizations in Thailand.



## **Qualifications and experience required**

### **Qualifications**

- Strong English language skills, both written and spoken (TOEIC score >600)
- At least 3 years of experience working in a related field.
- Prior experience in developing and formatting high-quality reports in English

### **Knowledge**

- Knowledge of species conservation principles and an understanding of approaches to wildlife protection
- Working knowledge of conservation issues in Thailand and the Asia region
- Basic knowledge of Thai conventions, acts, decrees, laws and regulations related to wildlife trade and law enforcement
- Basic knowledge of protected area and wildlife law enforcement principles and operations
- An understanding of project management processes

### **Skills & Abilities**

- Good communication skills, both written and verbal in English language essential.
- An ability to work independently with little supervision
- Well-developed skills in using MS office packages, specifically Word, Excel and PowerPoint
- Strong organizational, interpersonal and communication skills, both face to face and in writing
- An ability to manage competing priorities
- Proven ability to work effectively with multi-agency teams and provide leadership

### **Other Requirements**

- The WP Coordinating Officer will work normal office hours but there will sometimes be a requirement to work out of office hours or over weekends to meet deadlines or to travel over weekends.
- The WP Coordinating Officer must have a valid driving license and know how to operate a manual vehicle.