

**Scope of Work and Terms of Reference for Programme Manager (PM),
IUCN Asian Elephant Specialist Group (AsESG)**

Location: Based at Wildlife Trust of India HQ, New Delhi, India

Expected start date: July 2016

Work Percentage: 100%

Type of contract: Annual contract with a possibility of renewal (for 3 years)

Closing date for Applications: 20th May 2016

Background

The Asian Elephant Specialist Group (AsESG) is a global network of scientists, managers, conservationists and policy makers concerned with the study, monitoring, management, and conservation of Asian Elephants (*Elephas maximus*). The main aim of the AsESG is to frame guidelines and policy, to share knowledge about Asian elephants and thus promote the long-term conservation of Asia's elephants and, where possible, the recovery of their populations to viable levels.

Scope of Work

The PM will assist the Chair of AsESG as the main person responsible for the day to day administrative work and technical coordination of the activities related to the AsESG secretariat hosted by the Wildlife Trust of India (WTI). The PM is expected to liaise and maintain regular exchange within and amongst the membership of AsESG, governmental, non-governmental agencies, donor organizations and their counterparts on issues related to Asian elephant conservation and management. The Chair may assign the PM additional tasks as and when the need arises.

Specific Responsibilities

- i. Support to the AsESG membership and its ongoing activities
 - a. Respond to all technical queries made to the AsESG Secretariat from within and beyond the membership, or direct them as appropriate.

- b. Liaise with and assist the Chair on all issues related to the work of the various AsESG task forces or working groups
 - c. Assist the Chair to liaise with the members of the AsESG and range state governments to maintain and update data and information from various Range Countries as a first step to creating an Asian elephant Database.
 - d. Liaise with the Chairs/coordinators of the various AsESG working groups/task forces in planning calls, meetings & workshops to ensure active participation of the membership in these groups. In addition, help the working groups/task forces in compiling and synthesizing information on conservation and status of Asian Elephants across the Range Countries and make it available via the web.
 - e. Assist the Chair in organizing and conduct of the AsESG meetings at regular intervals
- ii. Fundraising and reporting
- a. Assist the Chair is collating information on budget needs for regular conduct of the various activities of AsESG and producing an overall budget table for informing the membership.
 - b. Work with the Chair and membership to produce a three-year fund raising strategy for AsESG.
 - c. Assist the Chair of IUCN AsESG and the leadership of the working groups within AsESG in drafting funding proposals.
 - d. Assist the Chair in maintaining an oversight on income and expenditure and ensure timely reporting against the same.
- iii. Communication
- a. Liaise with the editor and editorial board of Gajah to ensure regular publication of the journal and assist the editor in reaching out to the membership.
 - b. Oversee the write-up of the proceedings of the AsESG meetings, including articles for Gajah, the minutes of the formal AsESG meetings (e.g. various meetings of the membership and Task Forces) and any other technical outputs from the meetings

- c. Write and submit regular reports to Species, the Newsletter of the IUCN Species Survival Commission (SSC)
- d. Set up, oversee and control the quality of the technical content of the AsESG website
- e. Work with the membership, other IUCN specialist groups and key partners on delivering technical documentation to policy audiences, including CITES
- f. Submit an Annual Report on the functioning and activities of AsESG to the membership

Required qualifications

Qualifications: Master's degree or its equivalent in Environment, biodiversity conservation, Wildlife, Social Sciences or Mass Communication or equivalent subject.

Experience

1. A minimum of five years of experience of working at managerial level for wildlife conservation/ project coordination/ communications/ liaising with Government and Non Governmental agencies.
2. Experience and knowledge in the field of elephant conservation.

Functional competencies

1. Ability to write technical reports, proposals and plans in English
2. Good interpersonal and communication skills
3. Willingness to work in office and travel as need be
4. Financial management capabilities

Language requirements

Fluency in written and spoken English is essential. Fluency in any of the range state languages and proven competence at public speaking would be an advantage.

Other requirements

If the applicant is not a citizen of India, they should possess all required VISA documents and work permits to work in India.