



Project Manager

Job grade		Reports to	Country Manager/Director/Rep
Directorate	Conservation and Policy	Function	Manager
Contract	3 years full-time/fixed-term	Location	Thailand

Responsibility for resources

Direct line reports	1 staff member – Community Engagement Assistant	Responsibility for other resources	Project materials.
Financial resources	Responsible for donor budget relating to project		

Our vision and mission

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

Purpose of the role

The purpose of this role is to manage all aspects of the three-year project with agreed deliverables.

Key responsibilities

- Lead on development and project delivery in terms of strategy, planning, key targets, partners, agendas, implementation plans, data analysis, reports, and presentations
- Manage budget preparation and monitoring for project activities in accordance with ZSL procedures.
- Develop capacity assessment and socioeconomic surveys for diverse stakeholders (NGOs, communities, DNP), analyse against baseline for impact assessment and integrate results into adaptive project management.
- Deliver and manage community engagement workshops and surveys.
- Line manages the community engagement assistant.
- Ensure compliance to standards, both internal and external, for all projects and conservation activities
- Develop and manage partner relationships to ensure any funds being sent to partners is reported upon regularly and in line with financial policies.

- Lead systematic review (including template preparation, synthesis, and analysis) of data on HWC mitigation and monitoring in Thailand and compile into technical and non-technical reports for wide dissemination to diverse stakeholders.
- Oversee development of HEC insurance feasibility assessment and report
- Conduct species and biodiversity analyses and reports from camera trap data
- Support development of sustainable business model proposals

This job description covers the main tasks and conveys the spirit of the tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

Values and behaviours for people management

- **Collaborative:** creates an engaging environment where people feel comfortable asking for help or support
- **Ethical:** creates a culture which ensures everyone is treated fairly with dignity and respect
- **Impactful:** delivers results on time and to the agreed standards
- **Inclusive:** makes decisions that promote transparency and inclusion
- **Innovative:** is forward thinking and able to see the broader picture when planning and organising work
- **Inspiring:** has self-awareness and seeks feedback to better understand own style, approach and impact on team/staff motivation

Person Specification

Experience	
Essential	<ul style="list-style-type: none"> • At least a bachelor's degree in social sciences, environment/wildlife or natural resource management, development studies or related fields. • At least 3 years of professional experience in project management, particularly in managing budgets and work planning, delivery of project activities, and reporting. • At least 3 years' experience in managing and developing team members or teams.
Knowledge and skills	
Essential	<ul style="list-style-type: none"> • Proven ability to work effectively in partnerships with government agencies, NGOs, and private sector stakeholders in Thailand. • Strong coordination and communication skills; with demonstrated public speaking experience. • Professional experience in building and supporting stakeholder engagement, ideally with local communities, HEC, agroforestry and corporate social responsibility, or law enforcement focus.

	<ul style="list-style-type: none"> • Demonstrated experience in convening, designing, and facilitating meetings, trainings and workshops from conception through delivery. • Knowledge of Thai laws and strategies relevant to environmental restrictions, policies and/or corporate social responsibility. • An ability to work independently and collaboratively in a team. • An ability to work remotely and coordinate regular reporting and meetings to both ZSL and project partners. • Excellent command of both spoken and written Thai and English. • An ability and willingness to travel and be willing to work outside of normal office hours as necessary. • Fluent in spoken and written Thai • Advanced skills in using MS office packages, specifically Excel and PowerPoint or equivalent software packages will be acceptable. • Familiarity with managing competing priorities and delegate effectively
Additional requirements	
Essential	<ul style="list-style-type: none"> • This post will require extensive outside working with direct exposure to the weather and animals. • Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical) • To comply with and promote Health and Safety policies and procedures