

**JOB DESCRIPTIONS FOR THE MINISTRY OF ENVIRONMENT, CLIMATE
CHANGE AND NATURAL RESOURCES**

JOB DESCRIPTIONS FOR THE FORESTRY DEPARTMENT

JOB DESCRIPTION

JOB TITLE: Director of Forestry

MINISTRY: Environment, Climate Change & Natural Resources

DEPARTMENT: Department of Forestry

GRADE: 12

REPORTS TO: Permanent Secretary

RESPONSIBLE FOR: The Deputy Director

PURPOSE: To ensure the protection and judicious management of forest resources

QUALIFICATIONS: Master's degree in Forestry, Forestry Management, Forestry Science or related fields

EXPERIENCE: 10 years of relevant work experience

SKILLS:

- IT
- Negotiation
- Analytical
- Leadership
- Report-writing
- Interpersonal
- Communication
- Problem-solving
- People management
- Financial management
- Forest assessment
- Forest utilization

- Silvicultural practices

RESPONSIBILITIES:

- 1. Responsible for ensuring the relevance, review and adherence of Forestry Acts, Regulations and Policies**
- 2. Responsible for ensuring the judicious management of The Gambia's forest cover and resources**
- 3. Responsible for ensuring the efficient management of the Department**

DUTIES:

R1: Responsible for ensuring the relevance, review and adherence of Forestry Acts, Regulations and Policies

- a) Advises the Minister and Senior Management on forestry policies and issues, thereby assisting them in making well-informed decisions.
- b) Participates in the development and review of relevant acts, regulations and policies on forestry matters to ensure that they are relevant, up-to-date and in line with national interests.

R2: Responsible for ensuring the judicious management of The Gambia's forest cover and resources

- a) Oversees the participation of communities and relevant stakeholders, in ensuring efficient and effective participatory forestry management.
- b) Participates in multi-stakeholder negotiations aimed at resolving inter/intra-community conflicts on forestry-related disputes.
- c) Oversees the execution of projects and programmes under the Department, to ensure that they are efficiently implemented.

R3: Responsible for ensuring the efficient management of the Department

- a) Develops the annual work plans of the Department and ensures that they are realistic, attainable and in line with the Department's aims and objectives.
- b) Manages staff within the department, by monitoring their functions and performance and identifying their training needs, to ensure that they are well-equipped to better execute their functions.
- c) Prepares and submits the department's annual manpower and financial budget proposals to the Ministry (for use in the annual Budget Bilateral exercises) and manages the department's approved budget.

JOB DESCRIPTION

JOB TITLE: Deputy Director of Forestry

MINISTRY: Environment, Climate Change & Natural Resources

DEPARTMENT: Department of Forestry

GRADE: 11

REPORTS TO: Director

RESPONSIBLE FOR: Principal Forestry Officers

PURPOSE: To assist the Director in managing the overall operations of the department, with the goal of ensuring that The Gambia's forestry cover is well protected and that forestry resources are sustainably managed

QUALIFICATIONS: Master's degree in Forestry, Forestry Management or related fields

EXPERIENCE: 8 years of relevant work experience

SKILLS:

- IT
- Negotiation
- Analytical
- Leadership
- Report-writing
- Interpersonal
- Communication
- Problem-solving
- People management
- Forest assessment
- Forest utilization
- Silvicultural treatment/ practices

RESPONSIBILITIES:

- 1. Responsible for providing support in the effective functioning of the Department**

DUTIES:

R1: Responsible for providing support in the effective functioning of the Department

- Participates in the development and review of relevant acts, regulations and policies on forestry matters to ensure that they are relevant, up-to-date and in line with national interests.
- Engages communities and relevant stakeholders to ensure that the country's forests are managed in a participatory and efficient manner.
- Participates in multi-stakeholder negotiations aimed at resolving inter/intra-community conflicts on forestry-related disputes.
- Participates in the execution of projects and programmes under the Department, to ensure that they are effectively and efficiently implemented.
- Participates in the development of the department's annual work plans to ensure that they are realistic, attainable and in line with the aims and objectives of the department.
- Assists the Director in the management of the department's staff, ensuring that they execute their tasks as required.
- Assists the Director in the general management of the Directorate.
- Assists in the preparation of the department's annual manpower and financial budget proposals to the Ministry (for use in the annual budget bilateral exercises).

JOB DESCRIPTION

JOB TITLE: Principal Forestry Officer

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Forestry

GRADE: 10

REPORTS TO: Deputy Director

RESPONSIBLE FOR: Senior Forestry Officers

PURPOSE: To supervise and manage all forestry activities in the region including staffing matters and the daily operation of the office

QUALIFICATIONS: Master's degree in Forestry or related fields

EXPERIENCE: 5 years of relevant work experience

SKILLS:

- Analytical
- Use of GPS and compasses
- Map production
- Surveying
- Report writing
- Planning
- Coaching
- Propagation of native trees
- Interpersonal
- Basic IT
- Delegation
- Supervision
- Communication

DUTIES:

- a) Coordinates sensitization programs on the Forest Act, forest policies and regulations in the region and ensures nursery productions, to ensure the availability of seedlings for annual tree planting activities.
- b) Provides field support to staff with weaknesses in some technical areas through coaching and mentoring.
- c) Coordinates the implementation of measures to deter illegal tree felling.
- d) Supports participatory forestry management of JFPM by signing CFMA, and PCFM agreements and licenses.
- e) Conducts the development of regional quarterly and annual work plans and reporting procedures to the Head Office, including regional bush fire control plans.
- f) Conducts on-the-job training for field staff and provides them with coaching and mentoring services to improve performance.
- g) Monitors quarterly staff work plans and evaluates their performance.
- h) Forwards cases of illegal violation of the Forest Act, policies and regulations to the district tribunal for prosecution.
- i) Ensures proper collection, recording, depositing and reporting of revenue.
- j) Ensures the conduct of annual tree planting exercises in the region to replace lost forest cover.
- k) Approves permits and licenses for trading or the use of forest resources in line with Forest Act, regulations and policies.
- l) Communicates with community secret intelligence personnel or informants to gather information about illegal activities in the forest.
- m) Networks with relevant stakeholders in the regions and participates in Technical Advisory Committee meetings on behalf of the Department, and reports accordingly to both the Director and Governor of the Region.

JOB DESCRIPTION

JOB TITLE: Senior Forestry Officer

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Forestry

DIVISION/UNIT: Regional Forestry Office

GRADE: 9

REPORTS TO: The Principal Forestry Officer

RESPONSIBLE FOR: Forestry Officer

PURPOSE: To provide support in the supervision and management of all forestry-related activities in the region

QUALIFICATIONS: Bachelor's degree in Forestry or related fields

EXPERIENCE: 3 years of relevant work experience

SKILLS:

- Analytical
- Use of GPS and compasses
- Map production
- Surveying
- Report writing
- Planning
- Coaching
- Propagation of native trees
- Interpersonal
- Basic IT
- Delegation
- Supervision
- Communication

DUTIES:

- a) Provides support in sensitizing communities/relevant audiences on the Forest Act, forest policies and regulations in the region.
- b) Oversees nursery productions to ensure the availability of seedlings for annual tree planting activities.
- c) Assists in providing field support to staff with weaknesses in some technical areas through coaching and mentoring.
- d) Conduct activities to deter illegal tree felling.
- e) Assists in participatory forestry management of JFPM by signing CFMA, and PCFM agreements and licenses.
- f) Participates in the development of regional quarterly and annual work plans and reporting procedures to the Head Office, including regional bush fire control plans.
- g) Assists in conducting on-the-job training for field staff in the field and provides them with coaching and mentoring services to improve performance.
- h) Assists in monitoring quarterly staff work plans and evaluates their performance.
- i) Assists in ensuring proper revenue collection, recording, depositing and reporting.
- j) Assists in ensuring annual tree planting exercises take place in the region to replace the lost forest cover.
- k) Assists in approving permits and licenses for trading or the use of forest resources in line with the Forest Act, regulations and policies.
- l) Communicates with community secret intelligence or informants to gather information about illegal activities in the forest.
- m) Networks with relevant stakeholders in the regions and participates in Technical Advisory Committee meetings on behalf of the Department.

JOB DESCRIPTION

JOB TITLE: Principal Forest Ranger

MINISTRY: Environment, Natural Resources and Climate Change

DEPARTMENT: Forestry

DIVISION/UNIT: Participatory Forest Management

GRADE: 6

REPORTS TO: The Forest Park Manager

RESPONSIBLE FOR: Senior Forestry Ranger

PURPOSE: To train communities, especially women, on forest conservation and management, in order to preserve the remaining forest cover for posterity

QUALIFICATIONS: Diploma in Forestry or related fields

EXPERIENCE: 3 years of relevant work experience

SKILLS:

- Problem solving
- Analytical
- Forest management
- Use of GPS and compasses
- Accounting or book keeping
- Surveying and creativity skills
- Report writing
- Interpersonal
- Basic IT

DUTIES:

- a) Represents the Department in meetings and conferences where women are gathered and gives presentations on the role of women in forest management and conservation.
- b) Participates in annual tree planting exercises in the park, to replace the lost tree species in the degrading areas of the forest parks.
- c) Assists the Park Manager in coordinating daily staff activities and daily management of the park, for the safety of visitors and cleanliness of the park.
- d) Guides government official visitors in the park and provides them with the information about the park as they may request.
- e) Participates in tree planting exercises to replace lost forest cover.
- f) Supervises the protection and sustainable management of the remaining forest cover in the region.
- g) Responsible for supervising the implementation and evaluation of The Three (3) Year Management Plan.
- h) Approves community forest management plans and carries out performance evaluation involving local communities and regional authorities.

JOB DESCRIPTION

JOB TITLE: Senior Forestry Ranger

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Forestry

DIVISION/UNIT: Participatory Forest Management

GRADE: 5

REPORTS TO: The Principal Forestry Ranger

RESPONSIBLE FOR: Forestry Ranger

PURPOSE: To protect, restore, sustain and manage the remaining forest cover in the region

QUALIFICATIONS: Certificate in Forestry management or related fields

EXPERIENCE: 3 years of relevant work experience

SKILLS:

- Analytical
- Use of GPS, compasses
- Map production
- Surveying, petty cash management and creativity
- Report writing
- Community resource conflict negotiation
- Planning
- Interpersonal
- Basic IT
- Good communication skills

DUTIES:

- a) Conducts extension campaigns at district and regional levels on forest protection and management.
- b) Maintains regular contacts with NGOs to monitor and evaluate their contributions in forest management and protection, in order to avoid duplication of efforts.
- c) Verifies Preliminary Community Forestry Management Agreements (PCFMAs & CFMAs) to avoid sidelining of steps that could cause conflicts in future.
- d) Manages the activities of Forest Rangers in the region.
- e) Assists in preparing the annual regional budget and the operational plan.
- f) Participates in organizing quarterly meetings to assess the implementation of planned activities.
- g) Assists in conducting general sensitizations to the community on forestry concepts.
- h) Conducts pre-identification of the proposed community forest areas, using resource mapping to identify the resources and the surrounding communities.
- i) Engages local authorities in communities to sign transfer-of-ownership agreements between neighboring communities and families in close proximity with the location of the forest, to deter the requisition of ownership in order to avoid future internal and external conflicts of ownership claims.
- j) Assists in assessing the forest to know its conditions.
- k) Participates in the development of Three (3) Year Management Plans with communities.
- l) Develops forest fire management plans through the creation of fire belts and assists communities with firefighting equipment.

- m) Networks with relevant stakeholders in the area and participates in Technical Advisory Committee meetings on behalf of the RFO and reports accordingly to the RFO.
- n) Advises district chiefs during tribunal sittings about the rules violated and penalties to be levied on culprits.
- o) Manages all other resources in the station including petty cash.
- p) Processes applications of PCFMA- Preliminary Community Forest Management Signed Agreements- and sends them to the Head Office for registration.
- q) Assigns teams to patrol the forest to look for illegal activities, apprehend culprits and sensitize communities about the benefits of protecting the forest and the dangers of destroying it.

JOB DESCRIPTION

JOB TITLE: Senior Forest Ranger

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Forestry

DIVISION/UNIT: Technical

GRADE: 5

REPORTS TO: The Principal Forest Ranger

RESPONSIBLE FOR: Forest Ranger

PURPOSE: To provide support in planning and implementing the policies of the Department of Forestry

QUALIFICATIONS: Diploma in Forest Management or related fields

EXPERIENCE: 3 years of relevant work experience

SKILLS:

- Communication
- Interpersonal
- IT
- Report writing
- Analytical Skills
- Leadership

DUTIES:

- a) Issues Tree Felling Permits to individuals and communities for tree cutting.
- b) Conducts sensitizations on the importance of community forests.
- c) Conducts the execution of work plans and administrative duties for the regional office.

- d) Participates in conflict resolution between the staff of the Department of Forestry and communities.
- e) Collates all reports regarding illegal activities and submits the reports to the Department of Forestry.
- f) Monitors and evaluates forestry activities with various committees in the region.
- g) Acts as a law enforcer of illegal logging and prohibits deforestation in the region.

JOB DESCRIPTION

JOB TITLE: Forest Assistant

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Forestry

DIVISION/UNIT: Technical Unit

GRADE: 5

REPORTS TO: The Principal Forest Ranger

RESPONSIBLE FOR: Forest Scouts

PURPOSE: To protect the national resources of the forest and raise awareness about protecting the forest and its environment

QUALIFICATIONS: Diploma in Forest Management

EXPERIENCE: 3 years of relevant work experience

SKILLS:

- Communication
- Interpersonal
- Basic Computer
- Tree planting

DUTIES:

- a) Participates in the general sensitization and specific sensitizations for various forest activities in the region.
- b) Conducts conflict resolution between the staff of the Department of Forestry and communities.

- c) Assists the execution of work plans and administrative duties of the regional office.
- d) Acts as a law enforcer for illegal logging and prohibits deforestation in the region.
- e) Mobilizes the communities in seasonal tree planting exercises.

JOB DESCRIPTION

JOB TITLE: Forest Ranger

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Forestry

DIVISION/UNIT: Participatory Forest Management

GRADE: 4

REPORTS TO: The Senior Forest Ranger

RESPONSIBLE FOR: Assistant Forest Ranger

PURPOSE: To implement forestry activities in the region

QUALIFICATIONS: Certificate in Forest Management

EXPERIENCE: 2 years of relevant work experience

SKILLS:

- Communication
- Interpersonal
- Basic IT
- Report writing
- Analytical

DUTIES:

- a) Participates in regional forestry assessment, management and planning.
- b) Participates in the general sensitization and specific sensitizations for various forest activities in the region.
- c) Participates in conflict resolutions between the staff of the Department of forestry and communities.

- d) Participates in the execution of work plans and administrative duties of the regional office.
- e) Participates in the demarcation of community forests and produces reports for the region.
- f) Acts as a law enforcer for illegal logging and prohibits deforestation in the region.
- g) Assists in compiling and drafting the final reports of the region for submission to the Department.

JOB DESCRIPTION

JOB TITLE: Forest Ranger

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Forestry

DIVISION/UNIT: Technical Unit

GRADE: 4

REPORTS TO: The Senior Forest Ranger

RESPONSIBLE FOR: Assistant Forest Ranger

PURPOSE: To help in the management, protection and supervision of all silvicultural activities in the plantation section of the Forestry Department

QUALIFICATIONS: Certificate in General Forestry

EXPERIENCE: 2 years of relevant work experience

SKILLS:

- Silvicultural practices
- Communication
- Interpersonal

DUTIES:

- a) Manages the activities of Assistant Forestry Rangers in plantations.
- b) Manages the forest trees from the tendering stage to maturity and final harvesting.
- c) Monitors staff in ensuring that their activities in the plantation areas comply with their annual work plans.

- d) Utilizes forest park products optimally to generate revenue for the Department.
- e) Ensures the protection and sustainable management of silvicultural activities in plantations.
- f) Protects the forest from illegal felling of trees, fire and disease outbreaks.
- g) Sensitizes local communities near the vicinity of forest parks during the start of the dry season to prevent bush fires.
- h) Guides researchers and school children who visit the plantations and provides them with the required information.

JOB DESCRIPTION

JOB TITLE: Forest Guard

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Forestry

DIVISION/UNIT: Participatory Forest Management

GRADE: 2

REPORTS TO: The Assistant Forestry Ranger

RESPONSIBLE FOR: None

PURPOSE: To assist in the sustainable conservation and protection of forests

QUALIFICATIONS: Certificate in Forest Management

EXPERIENCE: 1 year of relevant work experience

SKILLS:

- Good communication
- Interpersonal
- Listening

DUTIES:

- a) Supervises works conducted at community forests in creating fire belts and planting fire breaker trees.
- b) Participates in community sensitization on all forest-related matters.
- c) Conducts regular patrols in and around the forest area, to prevent abnormal removal of tree trunks and illegal felling of trees.
- d) Works with the Regional Forestry Officer and Area Circle Head, as well as communities to develop annual work plans.
- e) Works with communities in the prevention and fight against bushfires.

JOB DESCRIPTION

JOB TITLE: Tradesman

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Forestry

DIVISION/UNIT: Bee Keeping

GRADE: 2

REPORTS TO: The Forest Manager

RESPONSIBLE FOR: None

PURPOSE: To construct bee hives for the production of honey

QUALIFICATIONS: City & Guilds Certificate

EXPERIENCE: 3 years of relevant work experience

SKILLS:

- Interpersonal
- Carpentry
- Delegation
- Verbal communication skills

RESPONSIBILITIES:

- 1. Responsible for the construction of bee hives**
- 2. Responsible for minor maintenances**

DUTIES:

R1: Responsible for the construction of bee hives

- a) Constructs bee hives for the communities surrounding the forest park.
- b) Participates in the training of communities, members of clubs (Kafos) on bee hive construction.

c) Conducts practical demonstrations during training sessions.

R2: Responsible for minor maintenances

a) Performs maintenance on minor office works (doors and windows).

b) Participates in meetings to disseminate information to community members.

JOB DESCRIPTION

JOB TITLE: Nursery Attendant

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Forestry

DIVISION/UNIT: Participatory Forest Management Unit

GRADE: 1

REPORTS TO: The Forest Scout

RESPONSIBLE FOR: None

PURPOSE: To take care of tree nurseries to accelerate the restoration of the forest cover

QUALIFICATIONS: WASSCE certificate with a pass in Agricultural Science

EXPERIENCE: 1-year work experience

SKILLS:

- Agricultural
- Numeracy

DUTIES:

- a) Responsible for taking care of nursery seedling planting, watering and weeding.
- b) Fills polythene bags and sows seeds for quicker germination and protection from rodents.
- c) Arranges the polythene bags in beds of 50 cm high for easy counting of the bags and protection from rodents.
- d) Sows variety of tree seeds to enhance replacement of trees in the forest.
- e) Waters the seedlings twice daily and weeds them regularly and applies manure when necessary.

JOB DESCRIPTION

JOB TITLE: Forest Scout

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Forestry

DIVISION/UNIT: Forestry Plantation

GRADE: 1

REPORTS TO: The Assistant Forest Ranger

RESPONSIBLE FOR: Nursery Attendant

PURPOSE: To assist in the overall sustainable conservation and protection of the forest

QUALIFICATIONS: None

EXPERIENCE: 2 years of relevant work experience

SKILLS:

- Fluency in the local languages (most especially fluency in the local language of the protected area)
- Communication skills
- Interpersonal

DUTIES:

- a) Assists in the enforcement of forestry regulations on the ground.
- b) Conducts regular patrols in and around the forest to prevent illegal felling of trees and bushfires.
- c) Carries out restoration of illegally felled trees and plants seedlings to replenish the forest.

JOB DESCRIPTION

JOB TITLE: Night Watchman

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Forestry

DIVISION/UNIT: Regional Office (CRR)

GRADE: 1

REPORTS TO: The Park Manager

RESPONSIBLE FOR: No staff

PURPOSE: To protect and look after the properties and assets of the Department of Forestry during nighttime

QUALIFICATIONS: None

EXPERIENCE: 1 year of work experience

SKILLS:

- Communication
- Interpersonal Skills
- Night patrol technique skills
- Investigation Skills

DUTIES:

- a) Ensures the safety of the camp and secures all properties of the Department, in addition to controlling the movement of people in and out of the camp at night.
- b) Goes around the property and makes sure all essential items are fully secured.
- c) Conducts hourly tours of the property every night.
- d) Checks all offices in the camp and records its contents.
- e) Controls the visitor's book and visiting hours of the property during the night.
- f) Reports incidents or illegal activities to the police as soon as possible.

**JOB DESCRIPTIONS FOR THE DEPARTMENT OF PARK AND WILD LIFE
MANAGEMENT**

JOB DESCRIPTION

JOB TITLE: Director of Parks & Wildlife Management

MINISTRY: Environment, Climate Change & Natural Resources

DEPARTMENT: Parks & Wildlife Management

GRADE: 12

REPORTS TO: Permanent Secretary

RESPONSIBLE FOR: The Deputy Director

PURPOSE: To oversee the overall operations of the department with the goal of ensuring the effective management of The Gambia's wildlife estate and biodiversity

QUALIFICATIONS: Master's degree in Wildlife Management, Biodiversity Conservation, Environmental Management, Protected Area Management, Natural Resources Management or related fields

EXPERIENCE: 10 years of relevant work experience

SKILLS:

- IT
- Negotiation
- Analytical
- Leadership
- Report-writing
- Interpersonal
- Communication
- Problem-solving
- People management
- Financial management
- Wildlife management

RESPONSIBILITIES:

- 1. Responsible for ensuring that Acts, Regulations and Policies pertaining to The Gambia's wildlife and biodiversity matters are relevant and up-to-date, and in tandem with national development goals**
- 2. Responsible for ensuring the effective and efficient management of The Gambia's wildlife estate and biodiversity**
- 3. Responsible for ensuring the efficient management of the Department**

DUTIES:

R1: Responsible for ensuring that Acts, Regulations and Policies pertaining to The Gambia's wildlife and biodiversity matters are relevant and up-to-date, and in tandem with national development goals

- a) Advises the Minister and Senior Management on policies and issues pertaining to wildlife management and biodiversity, thereby assisting them in making right and well-informed decisions on wildlife-related matters in The Gambia.
- b) Participates in the development and review of relevant acts, regulations and policies on wildlife management and biodiversity, ensuring that they are relevant, up-to-date and aligned with national development goals.

R2: Responsible for ensuring the effective and efficient management of The Gambia's wildlife estate and biodiversity

- a) Oversees the management of human-wildlife conflicts, as well as wildlife-wildlife conflicts, thereby ensuring the minimization of losses and destruction caused by such clashes and tensions.
- b) Oversees projects and programmes under the department, ensuring that they are effectively implemented.
- c) Oversees inspections carried out by the department for the overall monitoring and management of the country's wildlife estate.

R3: Responsible for ensuring the efficient management of the Department

- a) Develops annual work plans of the department, ensuring that they are realistic, attainable and in line with the department's aims and objectives.
- b) Manages staff within the department by monitoring their functions and performances and identifying their training needs, to ensure that they are well-equipped to better execute their functions.
- c) Prepares and submits the Department's annual manpower and financial budget proposals to the Ministry (for use in the annual Budget Bilateral exercises) and manages the Department's approved budget.

JOB DESCRIPTION

JOB TITLE: Deputy Director of Parks & Wildlife Management

MINISTRY: Environment, Climate Change & Natural Resources

DEPARTMENT: Parks & Wildlife Management

GRADE: 11

REPORTS TO: The Director

RESPONSIBLE FOR: Principal Wildlife Conservation Officer

PURPOSE: To ensure the effective and efficient management of The Gambia's wildlife estate and biodiversity

QUALIFICATIONS: Master's degree in Wildlife Management, Biodiversity Conservation, Environmental Management, Protected Area Management, Natural Resources Management or related fields

EXPERIENCE: 8 years of relevant work experience

SKILLS:

- IT
- Negotiation
- Analytical
- Leadership
- Report-writing
- Interpersonal
- Communication
- Problem-solving
- People management
- Wildlife management

RESPONSIBILITIES:

1. Responsible for providing support in the effective functioning of the Department

DUTIES:

R1: Responsible for providing support in the effective functioning of the Department

- a) Participates in the development and review of relevant acts, regulations and policies on wildlife management and biodiversity, in order to ensure that they are relevant, up-to-date and aligned with national development goals.
- b) Assists in managing human-wildlife conflicts, as well as wildlife-wildlife conflicts, thereby ensuring the minimization of losses and destruction caused by such conflicts.
- c) Supervises projects and programmes under the department, ensuring that they are effectively implemented.
- d) Undertakes and leads field inspections carried out by the department, for the overall monitoring and management of the country's wildlife estate.
- e) Participates in developing the annual work plans of the department, in order to ensure that they are realistic, attainable and in line with the department's aims and objectives.
- f) Assists in the management of the department's staff, ensuring that they carry out their tasks to the required standard.
- g) Assists in the general management of the department, in order to ensure its effective and efficient running.
- h) Assists in the preparation of the department's annual manpower and financial budget proposals to the Ministry.

JOB DESCRIPTION

JOB TITLE: Principal Wildlife Conservation Officer

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Parks and Wildlife Management

GRADE: 10

REPORTS TO: The Deputy Director

RESPONSIBLE FOR: Senior Wildlife Conservation Officer

PURPOSE: To coordinate the collection of data on the conservation of wildlife species

QUALIFICATIONS: Master's Degree in Wildlife Conservation and Management, Environmental Science or related fields

EXPERIENCE: 5 years of relevant work experience

SKILLS:

- Communication
- Data collection and analysis
- Listening
- Interpersonal
- Research
- Report writing
- Presentation
- Coaching
- Conflict resolution

DUTIES:

- a) Coordinates the collection of data on the conservation of wildlife species from the field, analyzes the data and submits the results to management, in order to enhance decision making.
- b) Participates in the implementation of the Convention of International Trade in Endangered Species of Wild Fauna and Flora (CITES) policies.
- c) Conducts training on species diversity and identification.
- d) Evaluates and monitors features of conservation in habitats.
- e) Oversees the conservation and restoration of dying mangroves and degraded areas of wood lands.
- f) Assigns duties and responsibilities to Wildlife Rangers and Researchers to collect data for analysis and submission to the management for decision making.
- g) Compiles individual staff reports on activities accomplished and submits to management for information and decision making.
- h) Contributes to policy planning and development for sustainable management, wise use of natural resources as well as environmental impact assessments.
- i) Prepares and implements annual work plans, based on ecological surveys and scientific research conducted in sensitive ecological areas and reports accordingly.
- j) Writes technical reports of the surveys and research activities conducted in sensitive areas.
- k) Writes draft project proposals to seek funding or grants for research activities of the unit.

JOB DESCRIPTION

JOB TITLE: Senior Wildlife Conservation Officer

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Parks and Wildlife Management

GRADE: 9

REPORTS TO: The Principal Wildlife Conservation Officer (Technical)

RESPONSIBLE FOR: Surveillance Officer

PURPOSE: To supervise the collection of data about the conservation of wildlife species

QUALIFICATIONS: Bachelor's degree in Wildlife Conservation and Management, Environmental Science or related fields

EXPERIENCE: 3 years of relevant work experience

SKILLS:

- Communication
- Data collection and analysis
- Listening
- Interpersonal
- Research
- Reports writing
- Presentation
- Coaching
- Conflict resolution
- Use of GPS devices
- Record keeping

DUTIES:

- a) Receives and reviews reports from the Protected Area Managers.
- b) Conducts field visits to find out the problems affecting Protected Area Managers at their duty stations, and forwards the reports to the management for appropriate actions.
- c) Participates in Water Bird Annual Census and Biosphere Designation activities with key stakeholders and reports to management for informed policies and decision making.
- d) Assists in writing draft project proposals for review by the Director and solicits for funds from donors, to support park development activities on behalf of the Director.
- e) Administers Protected Area tools like RAPPAM (Rapid Assessment and Prioritization of Protected Area Management Tool) and METT (Management Effectiveness Tracking Tool) to measure the Protected Areas' effectiveness in terms of the conditions of habitats, status of species, community involvement and area capacity.
- f) Assists in preparing and implementing annual work plans based on ecological surveys and scientific research activities conducted in sensitive ecological areas.
- g) Assists in writing draft technical reports of the surveys conducted in sensitive protected areas and writes draft project proposals, to seek funding or grants for rehabilitation activities of the degrading habitat areas.
- h) Plans for the designation of Protected Areas and its establishment as a functioning Protected Area according to the Act.
- i) Participates in the ecotourism development plan for programmes.

JOB DESCRIPTION

JOB TITLE: Wildlife Conservation Officer

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Parks and Wildlife Management

DIVISION/UNIT: Eco-tourism

GRADE: 8

REPORTS TO: The Senior Wildlife Conservation Officer

RESPONSIBLE FOR: Cadet Wildlife Conservation Officer

PURPOSE: To enforce biodiversity protection laws

QUALIFICATIONS: Bachelor's Degree in Wildlife Management

EXPERIENCE: 2 years of relevant work experience

SKILLS:

- Communication
- Presentation
- Leadership
- Listening
- Interpersonal
- Use of GPS devices
- Record keeping
- Report writing
- Planning
- Analytical
- Motivational skills

DUTIES:

- a) Patrols the Protected Areas in search of illegal activities and takes records of locations of incidents.
- b) Participates in environmental awareness campaigns through meetings with the local communities and schools.
- c) Participates in river surveillance activities by using boats to search for fish spooning and nursing grounds, in order to mark the areas using the GPS device to declare them 'No Go Areas'.
- d) Identifies areas where manatees are found in the river and prevents the usage of wrong fishing nets in those areas.
- e) Writes reports to the office/management for onward transmission to local and international donors.
- f) Participates in coordinating income generating activities for communities around the park, in order to provide them with income generating skills to deter them from exploiting the park.
- g) Participates in income generation trainings and sensitizations on the benefits of conserving the Protected Areas.
- h) Embarks on regular treks to communities where livelihood projects are being implemented, in order to assess their effectiveness and provide solutions.
- i) Participates in fund raising activities to improve park facilities by developing draft project proposals.
- j) Participates in the design and implementation of bio-right and livelihood projects and programmes.

JOB DESCRIPTION

JOB TITLE: Cadet Parks and Wildlife Officer

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Parks and Wildlife Management

GRADE: 7

REPORTS TO: Surveillance Officer

RESPONSIBLE FOR: Anti-Poaching Officer

PURPOSE: To provide support in the operations of the Department

QUALIFICATIONS: BSc in Wildlife Management or any related field

EXPERIENCE: 1 year of relevant work experience

SKILLS:

- Monitoring and evaluation
- Basic IT
- Listening
- Report writing
- Creative
- Negotiation
- Interpersonal
- Planning
- Communication

DUTIES:

- a) Participates in species survey activities in the park, in order to determine the population of wildlife species.
- b) Assists in taking minutes of quarterly staff meetings.
- c) Participates in the compilation of quarterly reports.

- d) Participates in creating environmental awareness activities in schools and other institutions about the importance of park protection.
- e) Assists in coordinating community meetings to discuss core management strategies of parks.
- f) Participates in field patrol activities to search for illegal activities in the park and to apprehend the culprits.

JOB DESCRIPTION

JOB TITLE: Cadet Parks and Wildlife Officer

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Parks and Wildlife Management

DIVISION/UNIT: Research and Development

GRADE: 7

REPORTS TO: Wildlife Conservation Officer

RESPONSIBLE FOR: Wildlife Ranger

PURPOSE: To provide support in conducting research activities

QUALIFICATIONS: BSc in Wildlife Management or any related field

EXPERIENCE: 1 year of relevant work experience

SKILLS:

- Monitoring and evaluation
- Basic IT
- Listening
- Report writing
- Negotiation
- Interpersonal
- Planning
- Communication
- Use of GPS devices
- Record keeping

DUTIES:

- a) Assists in conducting research at the swamps by studying water flow, soil texture, right species of mangrove seedlings and nurseries, and matured seedlings to be planted to restore habitats and degraded areas.
- b) Participates in mangrove-planting exercises and methods of restoring habitats, prevent salt intrusion and soil sedimentation.
- c) Participates in the management of the restored areas, in order to prevent both animal and human intrusion.
- d) Assists in identifying single-species to be protected and participates in trainings on survey techniques.
- e) Participates in periodic disease surveillance in wild animals and collects data on both plant and animal species.
- f) Participates in the annual water bird counting using boats, GPS, telescope cameras, binoculars and digital cameras.
- g) Participates in animal and other species censuses to determine their numbers and location.
- h) Participates in monitoring the implementation of Protected Areas' work plans.
- i) Participates in the development of Protected Areas' work plans.
- j) Participates in the evaluation of the impact of protection interventions on natural resources.
- k) Participates in identifying setbacks in the implementation of projects and makes recommendations.

JOB DESCRIPTION

JOB TITLE: Park Warden

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Parks and Wildlife Management

DIVISION/UNIT: Protection Area

GRADE: 6

REPORTS TO: Wildlife Conservation Officer

RESPONSIBLE FOR: Assistant Park Warden

PURPOSE: To manage the Park and head the Protected Areas

QUALIFICATIONS: Diploma in Wildlife Management or any related field

EXPERIENCE: 3 years relevant work experience

SKILLS:

- Communication
- Presentation
- Leadership
- Interpersonal
- Use of GPS devices
- Record keeping
- Resource mobilization
- Report writing
- Analytical

DUTIES:

- a) Coordinates park specific projects and programmes in Protected Areas, in order to provide livelihood opportunities for communities living around the Protected Areas to deter them from tampering with the Protected Areas.
- b) Supervises the yearly trail clearing to ease the movement of staff and permitted visitors within the park.
- c) Participates in the cleaning of crocodile pools by using boats or canoes to remove weeds.
- d) Participates in the clearing of fire belts around the park to prevent the park from bush fires.
- e) Supervises the clearing of park boundaries to enable access to the outside premises of the park, in order to detect encroachments and apprehend culprits when necessary.
- f) Conducts daily briefings to the Rangers, divides them into groups and assigns each group to specific areas to patrol in search of any illegal activities.
- g) Compiles all field reports of the Rangers and forwards them to the Unit Head of the Protection Areas.
- h) Teaches patrol teams during patrols: patrol methods, types of species in parks, history of parks, endangered species and those in extinction.
- i) Participates in constituting Site Management Committees in communities that have parks.

JOB DESCRIPTION

JOB TITLE: Anti-Poaching Officer

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Parks and Wildlife Management

DIVISION/UNIT: Protection Area

GRADE: 6

REPORTS TO: Wildlife Conservation Officer

RESPONSIBLE FOR: None

PURPOSE: To protect wild animals from poachers

QUALIFICATIONS: Diploma in Protected Area Management or related fields

EXPERIENCE: 3 years of relevant work experience

SKILLS:

- Good communication
- Paramilitary
- Listening
- Negotiation
- Dismantling and re-assembling of fire arms and targeting
- Ability to follow leads or tracking of poachers
- Analytical

DUTIES:

- a) Leads the patrol team in the planning and operations of the park, to ensure the safety of wild animals in the Protected Areas of the park.
- b) Leads the patrol team to frequently patrol the park, looking for poachers and their traps.

- c) Leads in water surveillance to search for illegal fishing activities and confiscate illegal fishing gears.
- d) Conducts regular visits to the markets and communities, to confiscate live animals illegally on sale.
- e) Conducts community outreach activities to sensitize people about the need to conserve our biodiversity for posterity.
- f) Compiles individual staff reports on activities accomplished and forwards them to the Department for information and decision making.
- g) Attends court sittings to give evidence about the poaching activities embarked by the arrested culprits, to help the courts arrive at informed judgments.
- h) Communicates with stakeholders like the navy officers, fire and rescue officers, ordinary citizens and community heads, to improve patrols of the Protected Areas and deter illegal activities.

JOB DESCRIPTION

JOB TITLE: Assistant Park Warden

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Parks and Wildlife Management

DIVISION/UNIT: Park Management

GRADE: 5

REPORTS TO: The Park Warden

RESPONSIBLE FOR: Principal Wildlife Ranger

PURPOSE: To assist in the daily administration of the Park

QUALIFICATIONS: Applied Certificate in Wildlife Management or any related field

EXPERIENCE: 3 years of relevant work experience

SKILLS:

- Communication
- Conflict resolution
- Negotiation
- Report writing
- Interpersonal
- IT

DUTIES:

- a) Assists the Park Warden in the administration of the park, preparation of annual work plans and the compilation of quarterly reports for submission to the Director and the Governor of the Region.
- b) Conducts patrol and surveillance tours in ensuring that the natural resources are protected.

- c) Assists in conducting conservation awareness campaigns in enabling communities to appreciate the natural resources and how their lives are interdependent on each other.
- d) Prepares a checklist of bird species to enhance the understanding of flyway routes of water bird migration.
- e) Manages tree nurseries to facilitate the restoration of trees in Protected Areas.
- f) Conducts fish shell population censuses to give advice on the responsible utility and strategic restoration of marine resources.

JOB DESCRIPTION

JOB TITLE: Principal Wildlife Ranger

MINISTRY: Environment Climate Change and Natural Resources

DEPARTMENT: Parks and Wildlife Management

DIVISION/UNIT: Park Management

GRADE: 4

REPORTS TO: The Assistant Park Warden

RESPONSIBLE FOR: Senior Wildlife Rangers

PURPOSE: To lead patrol and surveillance activities of the park in order to deter illegal activities

QUALIFICATIONS: Certificate in Natural Resource Management or related fields

EXPERIENCE: 2 years of relevant work experience

SKILLS:

- Communication
- Data collection
- Problem solving
- Patrol and surveillance
- Report writing
- Interpersonal

DUTIES:

- a) Assists the Park Manager in the daily management of the park.
- b) Prepares annual work plans.
- c) Leads the daily patrol team in the park to deter illegal activities that may harm the flora and fauna.

- d) Leads the surveillance team in the field to conduct research on the type of species, population sizes and keeps records in order to determine whether they are increasing or decreasing.
- e) Writes reports on the surveillance conducted with recommendations for management.
- f) Sets traps to catch illegal intruders in the park and hands them over to the authorities for necessary action.
- g) Supports the Park Manager in the daily management of the park and implementation of the park work plan.

JOB DESCRIPTION

JOB TITLE: Senior Wildlife Ranger

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Parks and Wildlife Management

DIVISION/UNIT: Surveillance

GRADE: 3

REPORTS TO: The Principal Wildlife Ranger

RESPONSIBLE FOR: Wildlife Ranger

PURPOSE: To provide support in the implementation of the Park Management Plan

QUALIFICATIONS: Wildlife Training Certificate or any relevant qualification

EXPERIENCE: 1 year of relevant work experience

SKILLS:

- Communication
- Advocacy
- Interpersonal

DUTIES:

- a) Responsible for participating in the implementation of the Park Management Plan.
- b) Conducts day-to-day patrols to safeguard the Protected Areas of wildlife and their habitats.
- c) Conducts conservation awareness campaigns in order to educate schools and communities on the importance of conservation.
- d) Participates in Site Management Committee meetings in promoting mutual beneficial returns among communities for taking care of Protected Areas of the park.
- e) Collects data on bird species in order to give advice on the availability of bird species within a year for management decision making.

JOB DESCRIPTION

JOB TITLE: Wildlife Ranger

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Parks and Wildlife Management

DIVISION/UNIT: Research and Development

GRADE: 2

REPORTS TO: The Senior Wildlife Ranger

RESPONSIBLE FOR: Junior Wildlife Ranger

PURPOSE: To participate in the protection of park resources

QUALIFICATIONS: WASSCE Certificate including credits in English, Mathematics and Science

EXPERIENCE: 1 year of relevant work experience

SKILLS:

- Communication
- Good listening
- Analytical

DUTIES:

- a) Conducts regular patrols in order to minimize the illegal felling of trees, charcoal burning and hunting.
- b) Participates in wildlife and environmental awareness campaigns in schools.
- c) Monitors flyway routes of bird species in order to conduct censuses.
- d) Participates in turtle population research in order to give advice on the availability of fish species.

- e) Participates in surveys on beach-side erosion to ascertain its impact on the mangroves, in order to strategize for regeneration.

JOB DESCRIPTION

JOB TITLE: Junior Wildlife Ranger

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Parks and Wildlife Management

DIVISION/UNIT: National Park Regional Office

GRADE: 3

REPORTS TO: The Wildlife Ranger

RESPONSIBLE FOR: None

PURPOSE: To assist in ensuring the protection of parks

QUALIFICATIONS: 3 credits in WASSCE including English and any science subject

EXPERIENCE: 1 year of satisfactory work experience

SKILLS:

- Communication
- Interpersonal
- Basic Computer
- Report writing

DUTIES:

- a) Monitors birds and other animals in the park.
- b) Assists in sensitizing local communities about the importance of the preservation of national parks.
- c) Assists in conducting anti-poaching and public awareness campaigns on environmental education in the region through community radios.

- d) Participates in mobilizing local communities in beekeeping exercises and use of forest recourses.
- e) Supports in prohibiting illegal poaching and the killing of endangered species in the region.
- f) Participates in the implementation of work plans and assists in the administrative duties of the regional parks.

JOB DESCRIPTION

JOB TITLE: Tradesman

MINISTRY: Environment, Climate Change and Natural Resources

DEPARTMENT: Parks and Wildlife Management

GRADE: 3

REPORTS TO: Assistant Wildlife Conservation Officer

RESPONSIBLE FOR: None

PURPOSE: To inspect all tickets sold to visitors of the park in order to ensure accountability and deter fraudulent acts for safe revenue generation for government

QUALIFICATIONS: Certificate in Accounting/Book-keeping

EXPERIENCE: 1 year of relevant work experience

SKILLS:

- Communication
- Cross checking of ticket numbers
- Listening
- Interpersonal
- Customer care
- Motivational skills

DUTIES:

- Controls the entrance gate of the park and cross-checks tickets sold to visitors daily, and marks them to avoid fraud or cheating.
- Takes records of tickets received in order to verify with the cashier, to make sure that the number of tickets sold corresponds with the amount of money received.
- Prevents visitors without tickets from entering the park.