



Vacancy Announcement

Capacity Building and Technical Services Manager

Location: Bangkok, Thailand

Application deadline: Sunday 15 August 2010

RECOFTC – The Center for People and Forests is a not-for-profit international organization with its headquarters in Bangkok, Thailand. The Center specializes in capacity building for community forestry and devolved forest management. RECOFTC engages in strategic networks and effective partnerships with governments, non-government organizations, civil society, the private sector, local people, and research and educational institutes throughout the Asia-Pacific region and beyond. With over 20 years of international experience and a dynamic approach to capacity building – involving research and analysis, demonstration sites, and training products – RECOFTC delivers innovative solutions for people and forests. To find out more please visit www.recoftc.org.

RECOFTC is seeking a Capacity Building and Technical Services (CBTS) Manager to work as a key member of the organization. The successful applicant will be based in Bangkok, Thailand.

Position Summary

The Capacity Building and Technical Services Manager is responsible to the Executive Director. S/he will provide strategic leadership in planning and delivering of RECOFTC's technical services in the areas of capacity building and analytical work. S/he is responsible for

- Fostering the development of a cadre of skilled community forestry leaders and practitioners to advance the development of community forest and devolved forest management in the Region.
- Assessing capacities at national and regional levels, designing, developing and delivering capacity-building products and services relevant to RECOFTC's clients which includes both internal demands (i.e. from RECOFTC's own program/projects) and external requests from clients, partners and collaborators.
- Analyzing and synthesizing key issues facing community forestry in RECOFTC's focal countries and the wider Asia-Pacific Region. . This involves capturing evidence of opportunities, constraints, challenges, issues, best practices, and lessons learned – the main findings of which could be used by RECOFTC for policy dialogue and strategic communications and/or presenting at various national, regional, and global forums and for

integrating into RECOFTC's own programs, products, and services delivered to both internal and external clients.

The CBTS Manager is one of the four most senior positions in the RECOFTC Team. S/he works closely with other Unit Managers, namely Program Coordination, Monitoring and Evaluation (PROCOME); Communication, Marketing and Fundraising (COMAF); and Corporate Services (CS). S/he is a member of the RECOFTC's Program Committee, headed by the Program Coordinator, Finance Committee, headed by the CS Manager and Executive Committee, headed by the Executive Director.

Responsibilities and Duties

The CBTS Manager's main tasks and responsibilities will be as follows:

1. The CBTS Manager reports to the Executive Director and is responsible for:
 - Planning and ensuring the cost-effective delivery of RECOFTC's technical services to clients – RECOFTC's own internal and externally funded projects, focal country programs and associated projects as well as other clients, partners and collaborators operating in the region. Such services include:
 - Capacity building, including capacity building needs assessment, curriculum development, facilitating the development and maintenance of learning networks for community forestry policy and practice, providing open subscription and custom designed training programs, and organizing study tours to key demonstration sites in the region
 - Analysis, synthesis and dissemination of emerging best practice in community forestry policy and practice, including content development for learning network support, issue and discussion papers, policy briefs and RECOFTC position papers, for online knowledge hub and monthly E-newsletter; for high quality publications and interactive learning tools; and for presentations, posters and speeches.
 - Expert consultancies – project design, back-stopping, evaluation (by engaging RECOFTC's own staff and/or external consultants).
 - Management of CBTS Unit's human and financial resources and mentoring the intellectual and professional development of the unit's staff, and
 - Preparation of project concept notes/proposals for consideration by interested donors.
2. In close collaboration with PROCOME and COMAF teams and in consultation with partners and key stakeholders at the national and regional levels the CBTS Manager:
 - Identifies, and links effectively with, relevant formal and informal regional and international networks and initiatives about community forestry issues from the region and helps develop international and national perspectives on the relevant topics.
 - Ensures that relevant international and regional knowledge, practices, networks and initiatives are collected and synthesized for communication within RECOFTC.

- Contributes to the development of communication related products, and to the marketing and quality assurance of RECOFTC's products and services.
 - Promotes synergies between RECOFTC programs to increase impact on the ground.
3. The CBTS Manager:
- Participates in and contributes to the various management and governance meetings, including Program Committee, Finance Committee, Executive Committee and Board of Trustees.
 - Develops annual work plans, budgets and statements of expenditure for the Unit.
 - Ensures that the unit generates sufficient funds to cover a significant proportion of its operational costs.
 - Regularly reviews existing products and services, manages systems for update and development
 - Submits timely progress and other periodic reports to PROCOME and other clients.
 - Contributes to periodic reports (six monthly, annual and other) on the performance of the Technical Services Unit against RECOFTC's Strategic Plan, Program Plan and Annual Work/Business Plan.
 - Represents RECOFTC at national and international events.
4. Undertakes any other assignments / responsibilities as assigned by the Executive Director.

Qualifications and Experience:

The CBTS Manager will have the following qualifications and experience:

Specific:

- Advanced degree in forestry or natural resource management with experience in formal training and/or adult education/learning and business management. An MBA or formal training on business management will be an advantage;
- At least 10 years of progressively responsible experience in programs/projects development and management , including five years of international experience;
- Proven record of developing networks and building relations with regional and national government and non-government organizations and funding organizations;
- Proven record of successful funded project development;
- Excellent communication skills in both spoken and written forms;
- Excellent people skills and ability to effectively interact with and work along side people at all levels in a multi-cultural and multi-disciplinary environment;
- Fluency in English (proficiency in other international languages, particularly from RECOFTC focal countries, will be an advantage);
- Knowledge and experience of working in the Asia-Pacific region;

- Clear demonstration that the candidate values the sharing of information and continuous improvement in a cooperative atmosphere of constructive evaluation and learning, and is committed to staff development.

General:

In addition to job specific skills and experience, all RECOFTC staff should possess the following characteristics (including attitudes and skills);

- Interpersonal communication skills and the ability to work as an active member of teams. This implies flexibility and open-mindedness.
- Initiative and ability to make informed independent judgments (this is not inconsistent with an overall team approach);
- Ability to work in a variety of cultural and institutional contexts;

Please send applications to HR@recoftc.org, and include a cover letter, curriculum vitae, and current contact details of three referees. Please quote the position title in the subject line of the email. Only short-listed candidates will be notified. A remuneration package in line with qualifications and experiences will be negotiated with the selected candidate.

To learn more about RECOFTC, please visit our website www.recoftc.org

RECOFTC is an equal opportunity employer and the successful candidate will be selected based on merit. People from the RECOFTC focal countries are encouraged to apply.