



## Vacancy Announcement

RECOFTC – The Center for People and Forests is currently seeking a qualified and committed professional to fill the following position:

### **Assistant Provincial Project Coordinator Krub Krong Prey Chheu Yeung: Managing Our Forest Project Kampong Thom**

RECOFTC is an implementing partner for the Krub Krong Prey Chheu Yeung: Managing Our Forest Project. The project, funded by the Spanish Agency for International Cooperation for Development, aims to strengthen the capacity of community forestry communities, and staff from the Forestry Administration, NGO partners, and local government, to enhance the sustainable management of community forests.

The Assistant Provincial Project Coordinator (APPC) works under the overall guidance of the Cambodia Program Coordinator and management of the Community Forestry Partnership Coordinator, with day-to-day supervision through the Provincial Project Coordinator. The APPC will assist the Partnership Coordinator in coordinating the project in Kampong Thom Province.

The successful applicant will be based in Kampong Thom, Cambodia, and the position is for 12 months with a possibility of extension.

The other project implementing partners are the Spanish NGO Ayuda Intercambio y Desarrollo (AIDA) and the Forestry Administration.

Application deadline: **Monday 22 February 2010**

### **Responsibilities and Duties**

- Assist the Provincial Project Coordinator (PPC) to coordinate, develop, and deliver the project component supporting partners to develop, implement, monitor and evaluate community forestry development plans (CFMPs).
- Assist the PPC in working with local authorities to officially recognize Community Forest Communities, enabling them to set up Community Forestry Development Funds, and source potential funding opportunities.
- Assist the PPC in working with Forestry Administration counterparts to implement work plans by providing technical follow-up, mentoring, and back-stopping.
- Assist in the development and pre-testing of training modules for the Training of Trainers series on community forestry management plans and community forestry institutional management.
- Assist the PPC to work with Forestry Administration counterparts to develop and implement training plans (including budget and training materials) for community

forestry management committees, community forestry members including forest inventory teams.

- Provide and act as resource person/facilitator for training and other relevant community forestry community support activities as required.
- Assist local Forestry Administration counterparts, community forestry management committees and forest inventory teams to prepare work plans and budgets for community forest inventories, and provide technical assistance for implementation.
- Assist in the analysis and compilation of community forest inventory results.
- Together with local Forestry Administration counterparts, assist community forestry management committees to prepare CFMPs for endorsement by the Forestry Administration.
- Assist in planning and facilitating meetings amongst project partners towards effective implementation, monitoring, and evaluation of CFMP activities.
- Assist the PPC to work with Forestry Administration counterparts to improve the effective functioning of community forestry groups, including the establishment and operations of their community forestry development fund.
- Support the development and activities of a provincial community forestry network.
- Plan and support exchange visits within the Cantonment and between Cantonments for project development partners.
- Network with other natural resource and environmental organizations and projects to share and learn lessons on CFMP development and implementation.
- Assist the PPC to conduct expenditure reports to ensure expenses are accurate, transparent, and efficient.
- Help with the preparation of quarterly reports.
- Perform other tasks as assigned from time to time.

## **Qualifications and Experience**

The APPC will have the following essential and desirable qualifications and experience:

### **Essential**

- Bachelors degree in natural resource management or community development;
- Minimum three years work experience in community-based natural resource management;
- Possess leadership ability, and able to identify and solve problems quickly and efficiently;
- Experience in project design, delivery, coordination, planning, networking, facilitation, and extension material development;
- Demonstrable strong experience in facilitation, and applying participatory tools and methodologies for working with communities;
- Ability to learn new ideas and ways of working;
- Proven ability to write in a clear and concise manner, and to communicate effectively orally. Ability to prepare reports;
- Good written and verbal Khmer and English;
- Sound knowledge of Microsoft Office applications;
- Cambodian national;
- Willing to undertake regular travel within the cantonment, including overnight stays in villages, and occasionally to other provinces/Phnom Penh.

### **Desirable**

- Experience with land and forestry legislation in Cambodia
- Knowledge and experience of community forestry guidelines;
- Knowledge and experience of mapping using GPS and GIS;
- Able to work independently with minimum supervision;
- Experience working with rural communities in partnership with the Forestry Administration and NGOs.

## **General**

In addition to job specific skills and experience, the applicant should possess the following characteristics (including attitudes and skills):

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

Applications should be sent to RECOFTC Cambodia, c/o Forestry Administration, 40 Norodom Blvd, Sangkat Phsav Kandal II, Khan Daun Penh, Phnom Penh, or via email: [cambodia@recoftc.org](mailto:cambodia@recoftc.org).

Applications must include a cover letter, curriculum vitae, and current contact details of three referees. Please quote the position title on the envelope or email. Only short listed candidates will be notified. Interviews will likely take place in the first week of March, 2010, with the exact date and venue to be confirmed.

RECOFTC is an equal opportunity employer and the successful candidate will be selected based on merit.