

Vacancy Announcement

Project Assistant,

Grassroots Capacity Building for REDD project

Designation: Assistant Program Officer
Functional Title: Project Assistant
Duration: 12 months, with possibility of subsequent renewal
Unit: Capacity Building Services
Location: Bangkok, Thailand with travel outside the country
Application Deadline: 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.

RECOFTC is receiving financial assistance from the Norwegian Agency for Development (Norad) to implement the project ‘Grassroots Capacity Building for REDD+ (Reducing Emissions from Deforestation and forest Degradation) in four countries: Nepal, Lao PDR, Indonesia, and Vietnam. The project recognizes that the successful implementation of REDD+ relies on the contribution of all stakeholders, and particularly on the contribution of local communities and indigenous people.¹ Those with the greatest direct interest in the overall welfare of forest resources are people whose livelihoods are most closely linked to forest resources. They include: local forest managers, local government and forestry officials, NGOs, and civil society groups concerned with forest management, and above all the forest-dependent households, especially highly vulnerable people (indigenous people, women and children). Under the project, these local groups are referred to as ‘grassroots forest stakeholders.’

In order to achieve optimum participation of grassroots forest stakeholders, information on REDD+ must be disseminated in an accessible, flexible, and dynamic format that meets specific practical needs. The REDD+ debate has generated a considerable volume of information in a short time, some of it contradictory, most of it

¹ The importance of effectively involving local people in the implementation of REDD was stressed repeatedly at COP 15 in Poznan, Poland, especially during the Forest Day 2 event on REDD for Rural Development. So far, the record of addressing the concern of local and indigenous people, including governance, human and land rights, and Free Prior and Informed Consent, in REDD has a poor record according to a recent publication by the Forest Peoples Programme and FERN entitled *Cutting Corners* (http://www.fern.org/media/documents/document_4307_4308.pdf.)

complex in nature, and all of it subject to continuous revision and correction in the light of technical, institutional and political change.

RECOFTC is responding to the needs of grassroots forest stakeholders by developing accessible and continuously updated capacity building approaches and tools for REDD+, so that such stakeholders are fully prepared to contribute to the preparation and implementation of future REDD+ programs. This Norad-funded project is largely framed along these lines.

The project is due to start in August 2010 and will run for three years. The Project Coordinator is based at RECOFTC's Bangkok headquarter along with the technical taskforce that supports the project. In each of the four countries, one National Coordinator is responsible for implementing project activities in partnership with national partner organizations. The Project Coordinator will be assisted by the Project Assistant. The responsibilities and duties of the Project Assistant are described below:

Responsibilities and duties

This position will be based in Bangkok. The Project Assistant will report to the Project Coordinator and will have following responsibilities and duties:

- Maintain financial records of the project, monthly progress reports and documentation of project's activities, following the project operational manual.
- Follow up with the National Coordinators on a regular basis for monthly progress reports, timely submission of training and other proposals as per the annual action plan and project operational manual.
- Manage consultant contracts based on the agreed TORs and proposals for different activities of the project.
- Undertake desk reviews and synthesis on training and capacity-building related programs/activities in the Southeast Asian region and beyond, in order to develop relevant needs-based training and capacity building programs in the project focal countries.
- Take responsibility for database monitoring and evaluation information of the project's progress in the focal countries in collaboration with RECOFTC's Monitoring and Evaluation Officer.
- Provide support to communicate and disseminate project's progress (ie via the website) and achievements in close coordination with the Project Coordinator and RECOFTC's Strategic Communications team.
- Work closely with other RECOFTC staff and perform any other task given by the Project Coordinator.

Essential and desired qualification and experience

The Project Assistant will have the following essential qualifications and experience:

- Bachelor or advanced degree in Community Forestry, Environmental Management, or Development Studies
- Good knowledge of Microsoft Office
- Practical experiences in community-based natural resources management
- Proven good writing and communication skills in English

- Good knowledge and understanding on climate change issues, especially REDD+
- Proven skills on desk research, synthesis, and publications

Desired Attributes

- Willingness and skills to work in a dynamic team as a team player
- Good time management
- Ability to work in a multicultural environment with respect to the integrity of different cultures
- Output and outcome oriented
- Willing to travel

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.