



Job Description

Training Coordinator
RECOFTC Vietnam Country Program

Location: Hanoi, Vietnam

Duration: 12 months, with possibility of renewable

Application deadline: Monday 9 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 currently expanding its in-country presence through the establishment of country programs in focal countries, including in Vietnam. RECOFTC is committed to supporting the scaling up of community forestry in Vietnam by providing technical and training support to forest stakeholders. To help guide this, a capacity building needs assessment is underway and will shape a strategy and program for RECOFTC's future activities in the country. The successful applicant will play a key role in implementing this program.

Meanwhile, RECOFTC has a number of ongoing activities in Vietnam; two major initiatives are its work under the Forest Governance Learning Group, and its Grassroots Capacity Building for REDD project.

Position Summary

The Training Coordinator will operate out of RECOFTC's Vietnam Country Program office located in Hanoi. S/he will work under the direct supervision of the Country Program Coordinator and in liaison with RECOFTC's regional office. The Training Coordinator will be responsible for developing and delivering targeted training modules. The overall aim of the training is to ensure that existing and new community forests are legally recognized and are functioning effectively, and that local communities understand and effectively engage in climate change mitigation and adaptation programs.

The capacity building will be targeted to central and provincial forestry agencies and NGO staff, community forestry institutions, and local government representatives. Training development will involve refining the capacity building needs assessment, adapting existing RECOFTC courses to the Vietnam context and contributing to the development of new courses. The Training Coordinator will also be responsible for the monitoring and evaluation of RECOFTC's training activities in Vietnam.

Responsibilities and Duties

Program development

- Contribute to the development and refinement of a capacity building strategy for RECOFTC in Vietnam.
- Periodically update the capacity building needs assessment and refine key stakeholder profiles in-country.
- In collaboration with both RECOFTC headquarters and Vietnam staff, develop concepts and proposals for capacity building activities in Vietnam.
- Contribute to the development and update of RECOFTC's strategic plan for Vietnam.

Program and service delivery

- Responsible for the coordination, development, and delivery of RECOFTC-Vietnam capacity building activities, including follow-up, mentoring and back-stopping.
- In collaboration with RECOFTC-Vietnam staff and RECOFTC headquarters, source appropriate experienced trainers and training materials when required.
- Assist in the development, adaptation, documentation and translation of appropriate training/learning materials, including manuals and case studies.
- Provide technical assistance and act as trainer/facilitator for relevant training activities as required.
- Provide support to RECOFTC's ongoing projects as and when required.
- Together with the Project Coordinator of the Grassroots Capacity Building for REDD project; organize, coordinate, and implement the Vietnam project activities.

Reporting and monitoring

- Monitor training delivery and impact, and prepare training reports.
- Prepare budgets and financial reports for training activities and ensure accuracy, transparency and efficiency.
- Create and maintain relevant databases for training and follow-up.
- Help with the preparation of monthly and six-monthly reports for the Vietnam Program and specific projects.

General

- Network with other NGOs and projects to share and learn lessons on capacity building for community forestry.
- Perform other tasks as are assigned from time to time by the Country Program Coordinator.

Qualifications and Experience

The Training Coordinator will have the following essential and desirable qualifications and experience:

Essential

- Bachelors degree in Education or Natural Resource Management (Masters qualification desirable)
- Minimum 5-years working experience in training or coaching.
- Demonstrated experience in training course design, development, delivery, coordination, planning, networking, facilitation, and material development.
- Good knowledge and understanding of community forestry, and climate change issues, especially REDD+.
- Demonstrated strong experience in applying participatory tools and methodologies in capacity building or training programs.
- Ability to prepare capacity building or training concept notes, training proposals, and reports.
- Good written and verbal Vietnamese and English
- Proven ability to write in a clear and concise manner and to communicate effectively orally.
- Vietnamese National or permitted to reside and work in Vietnam permanently
- Sound knowledge of Microsoft Office applications including MS Excel.
- Available for regular travel to the field

General

In addition, 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.
- Posses leadership personality, and able to take on and solve problems quickly and efficiently;

- Hands-on experience and able to work independently with minimum supervision;
- Initiative and ability to make informed independent judgments (which 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 and for our Vietnam work, contact Nguyen Quang Tan: tan@recoftc.org

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