



Vacancy Announcement

Position: Project Coordinator for Governance, Phu Kha sub-district, Nan province

Deadline for application: 10 October 2026

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based and inclusive approach in supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality. We have almost 40 years of experience working with people and forests and have built trusting relationships with partners at all levels. As a trusted, honest broker, we occupy a distinct position as an international organization that supports, informs and brings together governments, communities, businesses, academia and civil society organizations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change and achieve the UN Global Goals.

We operate in the Asia-Pacific region, with country offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

RECOFTC is currently seeking a Project Coordinator for Governance, based in Nan Province working in the Phu Kha forest landscape with support from the Wyss Academy for Nature. The selected candidate will be offered a 14-month contract with the possibility of extension, contingent on funding availability and satisfactory performance.

About the project

The Phu Kha forest landscape in Nan province faces mounting pressure from the expansion of monoculture agriculture, habitat degradation, unsustainable forest use and unmanaged wildfire risk. Such threats erode biodiversity, watershed functions and forest resources on which local livelihoods depend. The landscape also faces persistent governance challenges, including decision-making that is fragmented across two separate forest authorities, limited coordination among stakeholders, weak community participation, and gaps in the capacity to apply relevant laws and safeguards. With these challenges, Wyss Academy for Nature and its partners have developed 'Solutionscape' to drive changes for achieving the vision, "Phu Kha is the place where forest and people coexist sustainably, securely, in harmony, and with happiness" by 2030.

Working at the sub-district level in the target villages of Nam Pua Phatthana and Nam Kwang – predominantly inhabited by the Lua ethnic group – RECOFTC will lead the Biodiversity and Governance dimensions for the Solutionscape. Across the two dimensions, our work will strengthen inclusive, multi-stakeholder governance and joint landscape management in the Phu Kha landscape.

Tasks and duties

The Project Coordinator will be a member of the RECOFTC Thailand office and report directly to the Project Manager. The Project Coordinator will work closely with the Wyss Academy for Nature Governance Dimension Lead and other RECOFTC staff. They will supervise field project team members, and take the lead in planning, managing and delivering project outputs related to the approved work plan, contributing to the following outcomes:

- 1) Multi-stakeholder platforms and collaboration are strengthened
- 2) The capacity of government agencies, local authorities youth, and communities is strengthened, including decentralization of forest governance to the Sub-district Administrative Organization (SAO)
- 3) Local authorities and landscape stakeholders apply digital tools and data, supported by a landscape governance portal, fire management technologies and a feasibility assessment for a carbon credit initiative

Specific tasks and duties include:

Project planning and implementation

- Prepare the project's work plan, budget and MEL mechanism in accordance with donor and RECOFTC requirements
- Develop and maintain a detailed implementation and sustainability plan to assist overall project management
- Prepare budget requests and develop terms of references for project activities for approval from the Director of the RECOFTC Thailand Country Office
- Coordinate with project participants and related organizations for conducting project activities or events
- Facilitate discussions and meetings with multi-stakeholders and lead capacity-building activities and meetings with targeted communities and key stakeholders with respect to gender equality and social inclusion in the project
- Act as a focal point person to communicate project status to all stakeholders involved in the project, including coordinating with communities and key stakeholders to ensure effective implementation of project activities, and service delivery, including formal and informal meetings with all stakeholders

Project monitoring, evaluation and learning (MEL)

- Monitor progress towards stated activities and outputs mentioned in the project's implementation plan and track project expenditure against the approved budget, making adjustments as needed to ensure effective project implementation
- Prepare project reports, including the narrative report, financial report and supporting documents to ensure timely submission
- Provide inputs for RECOFTC's internal MEL process to capture lessons learned, outputs and outcomes achieved within a specific period

Partnership and communication

- Liaise and develop networks with international organizations, private sector, non-government organizations and government agencies for information exchange, strategic operations and networking
- Represent RECOFTC in meetings, public events and networking related to the project
- Engage in advocacy with government and non-government sectors at all levels
- Maintain contacts with key local stakeholders and any potential partners who may be interested in collaborating and supporting the project
- Manage the sub-grant agreements and consultants and ensure that the subgrantees deliver all assigned work as planned

- Work with the communication team to document project results, develop communication products, enhance project outreach and disseminate key achievements and lessons learned to wider audiences

Others

- Maintain traceable records and project information in a project data storage system
- Work with other team members to integrate cross-cutting initiatives and ensure coherence at a programme level
- Perform relevant tasks as assigned by the Country Director

Qualifications and experience

The Project Coordinator should have the following qualifications and experience:

Essential

- Master's degree in natural resource management, governance or related fields, including the social sciences
- At least five years of working experience in managing development projects, preferably in the field of natural resources management, community engagement or forest governance
- Experience using project management methodologies and tools
- English proficiency and computer literacy
- Good report writing and presentation skills
- Strong facilitation skills
- Strong teamwork and networking qualities
- A willingness to travel frequently within the country and the region, and work with multi-stakeholders in cross-cultural environments
- Must be a Thai national

Desirable

- Able to start working as soon as possible and be stationed in Nan province full-time
- Be willing to work outside their main function and demonstrate the ability to adapt and take initiative to improve the quality of work
- Possessing knowledge of database and online applications for project management and monitoring and evaluation
- Result-oriented, with the ability to prioritize tasks to meet competing demands and strict deadlines

RECOFTC's core values

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job-specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Nurture commitment, responsibility and ownership
- Collaborate with partners and stakeholders
- Commit to sustainability
- Cultivate participation, gender equality and social inclusion
- Prioritize well-being

Commitment to RECOFTC policies and procedures

- At RECOFTC, we uphold the highest standards of integrity, transparency and responsibility in all our operations. Our policies and guidelines are designed to ensure a safe, inclusive, sustainable and ethical environment for our staff, partners, consultants and the communities we serve.
- All consultants, staff and contractors engaged by RECOFTC are required to comply with RECOFTC's policies and procedures while performing their roles with RECOFTC.

How to apply

Interested candidates are invited to submit their CV and a cover letter. The cover letter should explain why the candidate is suitable for the position, include salary expectations, and provide the current contact details of three referees, including recent supervisors. [Please apply by clicking here.](#)

Only shortlisted candidates will be contacted. RECOFTC offers a competitive compensation package.

For more information about RECOFTC, please visit our website at <https://www.recoftc.org/>

RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, colour, marital status, medical condition, or any other classification protected by RECOFTC's values and code of conduct. Reasonable accommodations may be made to enable qualified disabled applicants to participate in the application process. If you require special accommodation, please inform RECOFTC's Human Resources in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women and individuals from Indigenous and ethnic groups to apply.