Vacancy Announcement

**Position:** Communication Officer, RECOFTC Thailand

**Application deadline:** 9 September 2022

At RECOFTC, we believe in a future where people live equitably and sustainably in and beside healthy, resilient forests. We take a long-term, landscape-based and inclusive approach to supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equity. We are the only non-profit organization of our kind in Asia and the Pacific. We have more than 35 years of experience working with people and forests, and have built trusting relationships with partners at all levels. Our influence and partnerships extend from multilateral institutions to governments, private sector and local communities. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change, and achieve the Sustainable Development Goals of the United Nations 2030 Agenda.

RECOFTC is inviting candidates to apply for the position of Communication Officer. The successful applicant will be based in Bangkok, Thailand. The contract duration is 24 months with a possibility of extension subject to funding and satisfactory performance. The position is for Thai nationals only.

**Duties and tasks**

The Communication Officer is a member of the RECOFTC Thailand team and works under the supervision of the Country Director of RECOFTC Thailand and closely with the Knowledge Management and Strategic Communication team in Bangkok.

Specific tasks and duties include:

- Develop and implement a communication and knowledge management strategy and plan for RECOFTC Thailand
- Maintain and update a database of profiles of key communication partners, stakeholders and community forestry networks
- Assist team members in strengthening relationships with stakeholders through communication and knowledge management
- Support planning and implementation of events and coordinate communication support for events including invitations, participant lists, venues, and engagement with partners and news media
- Support team members in documenting activities, results, impact and lessons learned
- Write and edit communication content such as stories, policy briefs, social media posts and proposals
- Manage the RECOFTC Thailand website, social media channels, community forestry database and other channels
• Plan, develop and package content in collaboration with donors and development partners, ensuring donor visibility guidelines and procedures are followed

• Support networking with youth, university students and young government officials to help them share ideas on natural resource management in Thailand

• Ensure Social Inclusion and Gender Equity (SIGE) is integrated into RECOFTC Thailand communication

• Assist the team in strengthening the capacity of women members of networks for community protected areas, community forestry and community fisheries through virtual and in-person learning events and activities

• Participate in and contribute to RECOFTC Thailand’s quarterly and annual planning and budgeting processes

• Assist with the preparation of quarterly, annual and project reports for RECOFTC Thailand

• Monitor and assess progress and results of RECOFTC Thailand’s Communication and Knowledge Management Strategy regularly with the team, and provide suggestions for adaptation and improvement

• Conduct media relations

• Perform other tasks assigned by the Country Director

Qualifications and experience
The Communication Officer will have the following qualifications and experience:

Essential

• Bachelor’s degree in communication, journalism, marketing or public relations

• Minimum of five years of experience in communication

• Experience developing and implementing communication plans

• Experience managing websites and social media

• Experience developing high-quality content and publications

• Experience planning and implementing multi-stakeholder events in-person and through teleconferencing

• Experience translating communication content from English to Thai

• Experience working with national and local media in Thailand

• Experience applying visual identity and visibility guidelines for organizations, projects and donors

• Ability to write in a clear and concise manner and communicate effectively in both written and spoken Thai and English
- Willingness to travel frequently to project field sites in Thailand

Desirable
- Experience with community forestry, natural resource management, and community engagement in Thailand
- Knowledge and understanding of social inclusion and gender equality, disaster risk reduction, climate change, human rights, democracy and the rule of law
- Commitment to achieving gender equality and ability to engage with colleagues and stakeholders in gender-sensitive ways
- Strong team player
- Strong leadership and networking abilities
- Ability to solve problems quickly and efficiently
- Ability to work independently with minimum supervision

**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
- Collaborate with partners and stakeholders
- Nurture commitment, responsibility and ownership
- Prioritize sustainability
- Cultivate participation, social inclusion and gender equity

**How to apply**

Interested candidates are requested to submit a CV and a cover letter indicating why they are suitable for this position. Include salary expectations and current contact details of three referees, including recent supervisors to hr@recoftc.org. Please quote the position title in the subject line of the email. Only short-listed candidates will be notified. RECOFTC has a competitive compensation package.

To learn more about RECOFTC, please visit our website [www.recoftc.org](http://www.recoftc.org).

Applicants shall 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 accommodation may be made so that qualified disabled applicants can partake in the application process. Women are strongly encouraged to apply. Please inform RECOFTC’s Human Resources in writing of any special needs at the time of application.

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

RECOFTC retains the right to offer this position at a job grade relevant to the qualifications and experience of the selected candidate.