

## **Internship opportunity**

**Position: Intern – Human Resources, RECOFTC main office**

**Deadline for application: 22 November 2024**

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 more than 37 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.

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

RECOFTC is inviting candidates to apply for an internship opportunity and be a part of the Corporate Services unit at the RECOFTC main office in Bangkok. This is a paid 12-month internship with a possibility of extension and open to Thai nationals only.

Internships at RECOFTC help build practical skills, gain work experience and deepen understanding of community forestry in the Asia-Pacific region. These support interns' professional career development in their area of interest. Interns will collaborate with RECOFTC partners, local NGOs and communities through assignments and duties.

### **Tasks and duties**

The Human Resource Intern will be a member of RECOFTC's Corporate Services Unit under the direct supervision of the Human Resource Officer. Key responsibilities include the planning, implementing and reporting of HR activities.

#### **Specific tasks and duties:**

- Maintain general HR filing system and record i.e. recruitment activities, training activities, staff document in e-filing system
- Prepare reports for employment contract expiration and renewal list. Ensure that these records and employee list are up to date
- Keep database in the HR system updated and accurate
- Support administrative and logistical arrangements for staff activities, i.e. monthly gatherings, staff onboarding, etc.
- Support coordination with other units on staff matters, and compiling related reports as and when assigned
- Support recruitment process; these include initial screening of applications and conduct of reference checks
- Monitor HR mailbox, prepare monthly HR information for internal newsletter and work with other team members to ensure accuracy of information
- Other tasks as assigned by the supervisor

## **Qualifications and experience**

The Intern should have the following essential qualifications and experience:

### **Essential**

- A bachelor's degree in human resource management, industrial and organizational psychology, or related field
- Fresh graduate or a few months of internship experience in human resource or general administration work
- Good interpersonal communication skills
- Well organized and able to handle confidential information
- Fluent written and spoken Thai and good written and spoken English
- Proficient in Microsoft Office software applications
- Committed to practicing and promoting RECOFTC's core values
- Must be a Thai national

## **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

## **How to apply**

Interested candidates are invited to submit their CV and a cover letter. The cover letter should explain why the candidate believes they are suitable for the position and provide current contact information for three referees, including recent supervisors, if possible. Applications can be submitted by clicking [here](#). Only shortlisted candidates will be contacted.

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 to apply.