

VACANCY ANNOUNCEMENT

Program Officer Training and Learning Initiatives

Application Deadline: 17 December 2018

The Center for People and Forests (RECOFTC) holds a unique and important place in the world of forestry. It is the only international not-for-profit organization that specializes in capacity development for community forestry and devolved forest management whilst taking a landscape approach to natural resource management. The Center engages in strategic networks and effective partnerships with governments, nongovernment organizations, civil society, the private sector, local people, and research and educational institutes throughout the Asia-Pacific region and beyond. With over 30 years of international experience and a dynamic approach to capacity development— involving research, analysis and synthesis; strategic communication; training and learning networks; and piloting and demonstrating - The Center delivers innovative solutions for *people and forests*.

To address the needs and challenges of the Asia-Pacific region, The Center for People and Forest (RECOFTC) has developed an innovative new strategy (2018-2023) to help local people find solutions together with government, the private sector, development partners, local institutes, academia, media and others. Building on its previous strategic phases, the 2018–2023 Strategic Plan puts people at the center of change, by empowering communities, governments and the private sector with rights, opportunities for dialogue, networking, technical expertise, tools and knowledge. The Center's results will help nearly 5 million people in and near forest landscapes live more equitably, with dignity and greater empowerment to protect themselves from the injustices of poverty and environmental degradation.

Voices for the Mekong Forests (V4MF) funded by the European Union is a RECOFTC project that aims to strengthen Non-state actors' voices for improved forest governance in the Mekong region V4MF focuses on building capacity to effectively participate in dialogues and exchanges with state and private actors; and address the scarcity of appropriate forest data.

The Center now is looking for someone who can see herself/himself as a part of a vibrant and forward thinking organization, and is a leader in community forestry field. The Program Officer, Training and Learning Initiatives will be a key member of the Program Coordination and Technical Service (PCTS) Unit and based in Bangkok, with regular travels to the Center's focal countries – Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam. The contract duration is for two years and can be extended subject to the fund security.

POSITION SUMMARY

This position, Program Officer – Training and Learning Initiatives, provides the candidate with the unique opportunity to help local communities to be better able to manage their resources and get direct benefits from them in a community forestry setting. All this is set in a vibrant and fast developing region and one that provides unique opportunities for skills and career development. The scope of work for the position is in both regional and the Center' focal countries.

A successful candidate has the platform to experiment with new and innovative methods to design and run innovative and creative training and learning programs including e-learning programs for the Center's regional office and focal countries. Tasks also include conducting needs assessments; develop new training and learning materials, networking, monitoring, evaluation and learning.

RESPONSIBILITIES AND DUTIES

Under the supervision of the Senior Program Officer, Training and Learning Networks, the Program Officer, Training and Learning Initiatives will be responsible for the effective implementation of training and learning activities and programs in close coordination with other RECOFTC's programs. The Program Officer will have the opportunity to:

For the Voices for Mekong Forest (V4MF) project:

- Develop, monitor and critically assess the Capacity Development Strategy for the project. This activity requires intensive coordination and engagement with partners and beneficiaries in 5 focal countries for the project - Cambodia, Lao PDR, Myanmar, Thailand and Viet Nam;
- Design and develop new, innovative, and creative training and learning programs for traditional and non-traditional audiences. Programs will focus on governance and related issues in V4MF project countries. The Program Officer is expected to bring fresh ideas and creative methods to the project;
- Deliver training and learning programs using new, non-traditional and innovative methods and approaches with project partners. These trainings must use new methods/approaches that are experimental and different than RECOFTC's current approach;
- Ensure systematic documentation of all training and learning products (trainings, case studies, learning group reports etc.) This is required for project documentation and reporting to donors;

For the PCTS Unit at regional office:

- Be the lead for training and learning program which incorporates the latest innovative and out-of-the-box approaches and tools for capacity development. Trainings and learning activities will target both RECOFTC's traditional and non-traditional audiences such as local communities, policy makers, practitioners, the private sector, youth and the urban public;
- Develop and manage RECOFTC's proposed e-learning program;
- Develop training and learning manuals and materials based on projects and organizational needs;
- Ensure systematic documentation of all learning products and training materials and support monitoring and evaluation (M&E) to learn about effectiveness of such products and materials;
- Mainstream the Social Inclusion and Gender Equity and thematic concerns of the Strategic Plan 2018 – 2023 in all training and learning initiatives in RECOFTC, including being part of proposal development teams;
- Perform other related responsibilities as may be assigned by the Senior Program Officer, Training and Learning Networks.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Has creative, innovative and new (non-traditional) ideas and approaches in the design of training and learning programs
- At least 5 years' experience in designing, developing and delivering participatory training and learning processes that are effective and innovative
- Bachelor's Degree (or higher) in any of the following disciplines :Natural Sciences, Natural Resource Management, Environment, Forestry, (International Development, Social Sciences, Vocational Education, Instructional Design or related fields
- Fluent written and spoken English
- Willingness to travel frequently

Desirable:

- Experience in working on community forestry/ CBNRM/ participatory natural resource management
- Facilitation and networking skills with partners and other relevant organizations
- Good knowledge and experience working on forest governance issues

General:

In addition to job specific skills and experience, 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 creativity, flexibility and open-mindedness
- Possess leadership personality, and able to take on and solve problems quickly and efficiently
- Initiative and ability to make informed independent judgments that is consistent with an overall teamwork approach
- Ability to work effectively in a multicultural environment with colleagues of different nationalities and cultures

Interested candidates are requested to submit CV and a cover letter indicating why they are suitable for this position along with salary requirements 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. The Center has a competitive compensation package. However, offers shall be based on salary history, relevant experience and qualifications of the selected candidate.

To learn more about The Center, please visit our website www.recoftc.org

Applicants shall not be discriminated due to ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, color, marital status, medical condition, or any other classification protected by the Center'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 the Center's Human Resources Office in writing of any special needs at the time of application.

The Center for People and Forests (RECOFTC) is an equal opportunity employer and the successful candidate will be selected based on merit.

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