

Vacancy Announcement

Senior Program Officer, Training and Learning Network Capacity Development and Technical Services

Application deadline: 27th October 2014

RECOFTC – The Center for People and Forests 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. RECOFTC 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 25 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—RECOFTC delivers innovative solutions *for people and forests*.

In recent years, the organization has established Country Programs in Cambodia, Indonesia, Myanmar, Thailand and Vietnam, with its headquarters in Thailand. The Center's work focuses on the four thematic areas of: securing community forestry; enhancing livelihoods and markets; people, forests and climate change; and transforming forest conflict; for building capacities for community forestry at all levels.

RECOFTC is currently seeking a qualified candidate to work in the Capacity Development and technical Service (CDTS) Unit. The successful applicant will be based in Bangkok, with regular travel to RECOFTC focal countries. The contract duration is for 2 years with a possibility of extension depending on performance and availability of funding.

POSITION SUMMARY

The Senior Program Officer reports to the Manager of the Capacity Development and Technical Services Unit (CDTS). S/he will provide expertise in the field of capacity development needs assessment, and capacity development, design and delivery including training material development; training and capacity development methodology guidance; and branding and marketing of RECOFTC capacity development activities. S/he will provide advice and direct support to regional and country programs for training and related capacity development program development. S/he will work closely with other senior program officers, and country training teams to design and implement capacity development programs in RECOFTC at the regional and national levels.

RESPONSIBILITIES AND DUTIES

The Senior Program Officer's main tasks and responsibilities will be as follows:

Program Development and Implementation: Training and Study Tours

- ♦ Take responsibility for the overall management (course contents, budgets, consultant contracts, material preparation, session plans, reporting, etc.) of the development and delivery of RECOFTC capacity development activities including scheduled open subscription and on-demand customized courses and study tours with assistance from the field training and study tour officers. This must be done in

- close coordination with thematic coordinators, and relevant RECOFTC's staff as agreed with the CDTS Unit Manager;
- ◆ Coordinate the design, development, delivery, and review of RECOFTC's training products and services;
 - ◆ Review and develop training/learning materials, including manuals and case studies;
 - ◆ Act as trainer/facilitator for other RECOFTC capacity development activities as required;
 - ◆ Work closely with RECOFTC's country teams to conduct capacity development need assessment for CF and CBNRM regularly
 - ◆ Contribute and support to the capacity development of RECOFTC's regional and country programs and its partners;
 - ◆ Assist Strategic Communications Unit with market research, and marketing of RECOFTC's capacity development products and services;
 - ◆ Provide technical inputs in design and delivery of institutional learning process for RECOFTC's staff and its partners;
 - ◆ Provide inputs to identify common experiences and innovative learning for the development of processes, tools, methods and systems for region wide learning and adaptation;

Program Development and Management: Learning Networks:

- ◆ Support the adoption of best practices and innovative approaches to networking in RECOFTC's works, ensuring strategic leverage of networks and synergies amongst existing networks and the embedding of theoretical networks-related knowledge across all thematic areas of RECOFTC;
- ◆ Coordinate activities relating to RECOFTC's Community Forestry Leadership program as well as related leadership activities including: Community Forestry Champions network, Learning Groups, the Alumni network, Global Alliance for Community Forestry, Rights and Resources Initiative, and Grassroots Leadership Development;
- ◆ Facilitate synergies and coordination within RECOFTC as well as with other key regional actors in the areas of knowledge management, capacity development and governance;
- ◆ Provide technical inputs and supports in developing relevant concept notes and project proposals;

Partnerships and Effective Resource Mobilization:

- ◆ Maintain existing, develop, and establish new contacts with strategic partners; coordinating strategically and ensuring that RECOFTC's work is kept current and complementary;
- ◆ Contribute to, develop and maintain relevant networks and facilitate their active participation and exchange with national, regional, and global thematic networks.

Other:

- ◆ Together with relevant officers, play leading role in ensuring adequate and appropriate monitoring and evaluation of training and learning networks products and services;

- ◆ Contribute to the development of policies and procedures for the overall program and particular to capacity development products and services, program review, annual work-plans and regular reports;
- ◆ Member of the Program Committee;
- ◆ Manage and provide supervision, coaching and mentoring for interns, Adult Learning Officers, Study Tour Officer, training officers at both regional and national level;
- ◆ Support the fulfilment of reporting obligations and leading the preparation of progress reports for assigned projects
- ◆ Any other duties as required by the CDTs manager and Executive Director.

QUALIFICATIONS AND EXPERIENCE

Essential:

- At least 10 years experience of participatory training and capacity development in the field of community forestry/CBNRM/ participatory natural resource management
- Intensive experience in designing, developing and delivering participatory learning process on community forestry/CBNRM/ participatory natural resource management
- Demonstrated experience in facilitate learning networks in the field of participatory natural resources management, community forestry or related fields
- M.Sc. or higher degree in forestry, natural resources management, development communication
- Strong team building, leadership, and networking qualities
- Fluent written and spoken English
- Willingness to travel frequently

Desirable:

- Field work experience at the community level in community-based forest management or community-based natural resource management in Asia and the Pacific Region
- Fluent in one or more languages from RECOFTC focal countries; Cambodia, China, Indonesia, Lao PDR, Myanmar, Thailand, Nepal and Vietnam

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 (which is not inconsistent with an overall team approach); and
- Ability to work effectively in a multicultural work 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. RECOFTC 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 RECOFTC, please visit our website www.recoftc.org

Women and candidates from the Asia-Pacific region are strongly encouraged to apply. RECOFTC is an equal opportunity employer and the successful candidate will be selected based on merit.

Applicants who have already applied this position advertised in July and September 2014 are not necessary to re-apply.

***RECOFTC reserves the right to offer the position at a lower grade.**