



Vacancy Announcement

Assistant Program Officer – Research and Analysis

Application deadline: 5th January 2015

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*.

RECOFTC is currently seeking an Assistant Program Officer to support its research and analysis work, as well as contribute to other areas of the organization's capacity development activities. The successful applicant will be based at RECOFTC's Bangkok headquarters. The contract duration is for two years with a possibility of extension.

POSITION SUMMARY

The Assistant Program Officer will directly report to the Senior Program Officer for Research and Analysis, under the Manager of the Capacity Development and Technical Services Unit (CDTS). His/her main role is to conduct and coordinate research and analysis in RECOFTC's four thematic areas (1. Securing Community Forestry, 2. Enhancing Livelihoods and Markets, 3. Transforming Forest Conflicts and 4. People, Forests and Climate Change). The results of such analysis must be strategically utilized for RECOFTC's capacity building program as well as for developing appropriate policy recommendations. S/he will also contribute to the design and delivery of the organization's training products and services, as well as support the design and coordination of its piloting and demonstration work.

RESPONSIBILITIES AND DUTIES

- Assist Program Officer for Research and Analysis to conduct research and analysis in RECOFTC's four thematic areas. This will include supporting the coordination of research projects, and the development of appropriate communication outputs

linked to the work including: academic papers, reports synthesizing the results, policy briefs and blogs.

- Contribute to relevant capacity development courses in the four thematic areas.
- Assist and support RECOFTC staff in conducting research and analysis, this will include developing institutional learning program for further developing the organization's research and analysis program.
- Support RECOFTC's work with IFRI (International Forestry Resources and Institutions) examining how governance arrangements affect forests and the people who depend on them.
- Support the monitoring and evaluation of RECOFTC's work
- Contribute to the work of RECOFTC's country offices; this includes the assistance in conducting research and analysis, delivering training or learning events, and other related activities supporting the overall development of the country program.
- Be RECOFTC's representative in delivering research presentations and activities at appropriate academic forums.
- Support the organization of workshops, seminars and other events as required.
- Perform any other task as assigned by the Senior Program Officer, Research and Analysis.

QUALIFICATIONS AND EXPERIENCE

The Assistant Program Officer will have the following essential qualifications and experience

Essential:

- Bachelor Degree (or higher) in Community Forestry, Natural Resource Management, political sciences or development studies
- Three years of analytical, and research experience (especially participatory action research), in the Asia-Pacific region
- Experience working with international organizations
- Experience in adult learning, training, knowledge and skill transfer
- Good knowledge of Microsoft Office and using web based applications
- Fluent in English with proven writing skills

Desirable:

- Master Degree in Community Forestry, Natural Resource Management, political sciences or development studies
- Experience in at least one of RECOFTC's focal countries is highly desirable

- Additional language skills (particularly in any of the languages of RECOFTC's focal countries)
- Evidence of publication record
- Independent with time management skills
- Output and outcome oriented
- Willingness to travel

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 flexibility and open-mindedness;
- Possess leadership personality, and able to take on and solve problems quickly and efficiently;
- Hands-on experience and able to work independently with minimum supervision;
- Initiative and ability to make informed independent judgments (which is not inconsistent with an overall team approach);
- Ability to work in a variety of cultural and institutional contexts.

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.

Note: RECOFTC retains the right to offer the position at a certain grade dependent on qualifications and experience required by the position