



TFT VIETNAM PROGRAM OFFICER

JOB TITLE: TFT Viet Nam Program Officer

LOCATION: Ho Chi Minh City - with regular travel within Viet Nam and occasional travel within Asia

APPLICATION DEADLINE: 31st October 2012

LANGUAGE REQUIREMENTS: Proficiency in English and Vietnamese (speaking, writing and reading)

TERM: 1 year with annual review and 6 month probation period

BACKGROUND/GENERAL DESCRIPTION

TFT is a global non-profit membership organization that helps companies and communities deliver responsible products. Since 1999, TFT's main focus has been to provide solutions to the issue of deforestation and the empowerment of forest dependent communities. TFT has helped companies transform their timber supply chains and stop forest destruction. Through the same model, TFT has involved institutional donors and individuals looking to build capacity on the ground thus giving communities and local companies the tools to provide responsible wood products to world markets. Now with 90 employees and offices in 14 countries, TFT is working on a broad range of products using its supply chain expertise to identify and address social and environmental issues with a strong focus on natural resource management and traceability.

RESPONSIBILITIES AND TASKS

1. Develop and implement strategies and work plans for advancing the production and availability of responsibly produced products from Viet Nam, focusing on current TFT product groups; wood, paper, stone, palm oil and natural fibers.
2. Research and evaluate product supply chains against responsible sourcing procedures and international certification standards (e.g. Forest Stewardship Council – FSC)
3. Develop and implement management and training recommendations for companies working toward responsible production and product supply chain control
4. Monitor and update supplier information for TFT members/clients regarding key commitments made towards responsible sourcing procedures, work plans or agreements, etc.
5. Meet regularly with current and potential TFT member/client representatives and their suppliers to maintain, enhance and develop new business opportunities in current or new product groups
6. Maintain and build collaborative relationships with relevant government agencies, academic institutions, non-governmental organizations, and consultants related to TFT product groups
7. Prepare workshops, seminars or other events to raise awareness and address supply chain concerns related to TFT product groups
8. Draft regular reports, meeting documentation and communications between TFT Asia and TFT's head office in Switzerland as related to TFT product groups
9. Keep up-to-date on all advancements of requirements for international certification and prepare internal and external communication papers to ensure that all relevant TFT staff and members are kept appropriately informed

EXPERIENCE AND QUALIFICATIONS

1. Bachelor's degree or higher in forestry, natural resource management, agriculture, economics, business, international development or related field;
2. Minimum two years professional experience in project management, monitoring & evaluation, research, or other relevant field
3. Understand current issues relating to TFT product groups production and certification

4. Demonstrated ability to understand technical issues around the environmental, social and legality risks within TFT product groups
5. Demonstrated ability to work with businesses on management, supply chain and certification issues
6. Excellent knowledge of MS Office program
7. Proficiency in English and Vietnamese (speaking, writing and reading)
8. Ability to work independently and in a small team
9. Ability to prioritize and organize own work schedule

OTHER INFORMATION

Salary and benefits: to be agreed based on experience.

What we offer:

- Unique work experience in a fast-growing and dynamic charity directly impacting on the conservation of the world's environment and climate change, through trade;
- A dynamic international environment with the chance to work in a multi-cultural team;
- Opportunity to gain advanced project management, client relations and business development skills, with exposure to many diverse tasks;
- Potential to travel to additional project sites – we are currently working in 10 countries across Asia, Africa and South America.

Candidates interested in the position should send a covering letter and their curriculum vitae (including three references and contact details) in English by email to h.vancu@tft-forests.org. Please indicate the **Job Code VNP0912** in the subject line of your email. **The application deadline is 31st October 2012.**

Candidates meeting all of the above criteria will be contacted for initial screening by telephone, Short-listed candidates will undergo interviews as soon as possible

More information on TFT can be found at: <http://www.tft-forests.org/>