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**Vacancy Announcement**

**Corporate and Support Services Manager**

**Application deadline: 16th June 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 building 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 20 years of international experience and a dynamic approach to capacity building – involving research and analysis, demonstration sites, and training products – RECOFTC delivers innovative solutions *for people and forests.*

RECOFTC is currently seeking a Manager for its Corporate and Support Services (CS) unit. 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**:

Corporate and Support Services (CS) Manager is a senior position at RECOFTC. As a member of the Executive Committee, chaired by the Executive Director, s/he is responsible for the development and management of all aspects of RECOFTC’s finance, grants, administration, human resource and IT systems.

**RESPONSIBILITIES:**The position reports directly to the Executive Director and works closely with the three other Unit Managers—for Program Coordination and Operations (PROCO), Capacity Development and Technical Services (CDTS) and Strategic Communications (SC). The main responsibility is to ensure that a sound and integrated financial, administrative, human resource and IT system is in place and operating well for the effective and efficient planning, implementation and auditing of RECOFTC regional and country programs and projects, including the linkages between headquarters and Country Program offices.

***Overall:***

* Lead Corporate Services team to deliver effective operations and change management initiative.
* Develop and implement organization policy and best practices, provide input to existing policies, and design corporate services strategy and standard of procedures
* Oversee financial outcomes including the annual and project budget and its planning process, monthly and annual report, forecasts and proposal reviews. Provide oversight and advice to budget-owners who are responsible for their budget
* Engage in strategic organization and corporate issues, both in the Headquarters and Country Offices.
* Work with country program offices to ensure the accuracy and reasonable of budget submitted, likely opportunity and step to increase funding to maintain CPO’s sustainability. Advice on financial implications of country office decisions submitted
* Oversee management of external contracts with partners and suppliers particularly for the effective development, management and monitoring of grants received from various donors
* Oversee the security of buildings, staff and information
* Ensure organization compliance with local related laws and legislation
* Responsible for producing insightful management reports, both for regional and global needs periodically
* Advise the Executive Committee and report to the Board of Trustees (BoT) on all matters relating to finance, HR, administration and IT, and ensure that the decisions and recommendations made by EC and BoT relating to these areas are effectively implemented.
* Periodically conduct spot check and audits of various functions under CS, including of all projects.

***Finance and Accounting:***

The CS Manager is responsible for overseeing all aspects of RECOFTC’s work relating to the finance and accounting policies, procedures and systems, including:

* Direct supervision of the Regional Finance Coordinator and hence indirectly the staff working in the Finance Sub-unit and oversee the assets, revenue and expenditure (i.e. program/project grants received from various donors, and income from RECOFTC services).
* That all financial, treasury and accounting activities are in compliance with fiscal, legal and statutory requirements, and all transactions are done accurately and in accordance with accepted accounting principles and procedures, as agreed by RECOFTC with its clients.
* Along with PROCO and specific program and project staff support financial planning, budgeting and forecasting for RECOFTC’s annual and other periodic budgets and budgetary control mechanism (e.g. financial information to program staff and financial reports for all donors).
* Implement existing systems for improved real-time financial reporting to unit and sub-Unit Managers, and program and project leaders.
* That policies, procedures and systems and are in place and operating efficiently:
1. For identification, inventory, protection and depreciation of fixed assets in accordance with RECOFTC policy.
2. For accurate preparation and disbursement of the payroll in compliance with statutory requirements.
3. For procurement of equipment, tools, supplier and other services.
4. For official travel and related expenses.

***Human Resources:***

Through the direct line management of the Regional Human Resources and Administration Coordinator, the CS Manager will be responsible for overseeing the development of a sound HR strategy/guideline that meets the requirement of RECOFTC’s expanding program activities as envisaged in the Program Plan (2013-2018). S/he will:

* Develop a package of RECOFTC’s conditions of employment, including the various benefits that are competitive compared to benefits offered by similar international organizations.
* Oversee the recruitment processes—both regionally and at country level—including the development of Job Descriptions, vacancy advertisements, short-listing of candidates, arranging interviews, and the issuing of contracts to, and orientation of, newly selected candidates, performance appraisal of the staff and for staff counseling.
* Ensure that systems are in place and effective for Unit Managers and other senior staff (supervisors) in carrying out their staff appraisals properly and timely.
* Support the development of an institutionalized a culture and program for effective staff development.

***Administration:***

CS Manager will oversee the management of the administration section through the direct line management of the Regional Human Resources and Administration Coordinator to ensure it functions smoothly, efficiently and effectively. S/he will:

* Oversee the procurement, deployment and maintenance of office furnishings, vehicles and related equipment, supplies and services needed by RECOFTC headquarters office in Bangkok and by Country Program and project offices located in different countries/parts of the region.
* Ensure that dormitory and related services, such as security, reception, cleaning maintain the highest standards of efficiency and professional service.
* Supervise the administration and management of transport and logistic aspects of the headquarters, and provide support to Country Program offices for the same.
* Provide training and support for administration staff on new policies, procedures and systems developed and arrange for the provision of administration briefings for all new program staff joining RECOFTC.

***Information Technology:***

As the direct line manager of the Information Technology Specialist, the CS Manager will be responsible for overseeing the development a robust and integrated IT infrastructure, systems and protocols to ensure that program and project management, financial management, HR management, monitoring and evaluation, fundraising and donor relations, etc. are integrated, and work equally, effectively and efficiently at headquarters, for Country Programs and for staff travelling. S/he will:

* Oversee the procurement, deployment and maintenance of IT equipment, supplies and services needed by headquarters and by Country Program and project offices located in different countries/parts of the region.
* Support the development of an overall cross-functional Enterprise Resource Planning (ERP) system for RECOFTC, comprising an integrated suite of software module that supports the basic internal program and business processes of the organization and gives management an integrated real-time view of its core processes.

**QUALIFICATIONS AND EXPERIENCE:**

***Essential:***

* A Certified Public Accountant (CPA) or equivalent.
* MBA, with specialization in finance and human resource management.
* Minimum 10 years of experience at a managerial level in regional or international developmental organizations with operations in multiple countries, especially not for profit organizations.
* Knowledge, skills and experience, with proven record, for developing financial management and reporting systems for an organization, including development programs and field projects.
* Knowledge, skills and experience, with proven record, for developing administrative systems and procedures for an organization.
* Knowledge, skills and experience, with proven record, for human resource management, including the development (or involvement in the development) of human resource strategy for an organization.
* Knowledge, skills and experience, with proven record, for IT systems development commonly applied in international development organizations
* Strong organizational skills and an ability to establish and maintain a good working relationship with people of different nationalities and cultural backgrounds.
* Excellent command of English – reading, speaking and writing.
* Any nationality, special consideration will be given to woman candidates from Asia and the Pacific region.
* Familiarity with one or more regional languages is desirable.

***General:***

In addition to job specific skills and experience, all RECOFTC staff should possess the following characteristics (including attitudes and skills):

* Interpersonal communication skills and the ability to work as an active member of teams. This implies flexibility and open-mindedness.
* Initiative and ability to make informed independent judgments but commitment to team work.
* 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](http://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 , please reapply after considering the revised duties and responsibilities of the position.**

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