

## **Vacancy Announcement**

### **Intern – Viet Nam Country Program**

#### **RECOFTC Viet Nam Country Program Office**

**Application deadline: 30<sup>th</sup> December 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*.

In recent years, the organization has established Country Programs in Cambodia, Indonesia, Myanmar, Nepal, Thailand and Viet Nam, 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 developing capacities for community forestry at all levels.

#### **RECOFTC in Viet Nam**

RECOFTC has been working in Viet Nam for more than 10 years, playing a major role in developing in-country capacity for community forestry. RECOFTC training curricula are used in the country's forestry universities, and the Center has directly trained hundreds of the country's forestry professionals. RECOFTC has carried out numerous studies and independent evaluations of Vietnam's forestry policies and programs, including a review of its Community Forest Management pilot program and a national capacity building needs assessment. RECOFTC's Country Program in Viet Nam is working to help ensure continuing community forestry efforts work for both its people and its forests.

In the strategic plan of 2013-2018, RECOFTC plans to advance its involvement in Viet Nam through development of the capacity of a team of trainers as well as that of CF practitioners, and demonstrate at the field level how CF works in practice.

RECOFTC is currently seeking an intern under Viet Nam Country Program. The successful applicant will be based at RECOFTC Viet Nam Country Program in Ha Noi with frequent travels to provinces and in the region. The internship duration is for one year.

## **POSITION SUMMARY**

The Community Forestry Intern (CFI) works as a team member of the RECOFTC Viet Nam Country Program (VCP). S/he is positioned in the VCP Office located in Ha Noi, under the direct supervision of the Community Forestry Partnerships Coordinator (CFPC) with additional mentoring and direction on broader program activities will come from the Country Program Coordinator (CPC). The CFI will specifically focus on assisting the implementation of RECOFTC Viet Nam's CF related activities.

## **RESPONSIBILITIES**

Under the overall guidance and supervision of the CFPC and in close collaboration with other VCP staff and support from RECOFTC headquarters, the Community Forestry Intern will:

### ***Program and service delivery***

- Assist the coordination, development, and delivery of VCP community forestry activities;
- Assist the maintenance of RECOFTC supported piloting and demonstration sites at the field level as well as documentation of the lessons learned from these sites;
- Assist the collection, development, adaptation, documentation, translation and dissemination of appropriate extension materials, including manuals and case studies;
- Assist the preparation of training plans for local CF members at RECOFTC supported piloting and demonstration sites and other stakeholders;
- Provide technical assistance for relevant community forestry activities as required;
- Assist the coordination activities of the national Community Forestry Network;
- Assist RECOFTC's ongoing projects as and when required.

### ***Planning, reporting and monitoring***

- Assist the preparation of budgets and financial reports for all CF related activities and ensure accuracy, transparency and efficiency;
- Assist the creation and maintenance of relevant databases and maps for CF;
- Assist the preparation of back-to-office reports after field trips;
- Support the RECOFTC Annual Work Planning and Budgeting process.

### ***Small personal project***

- Lead on and make CFI's own project from planning, implementing to reporting. This project will be one year within and contribute to VCP's overall program. More details about such project will be discussed and agreed based on CFI's interest and competence after the recruitment process.

### ***General***

- Perform other tasks as are assigned from time to time by the CPC and CFPC.

## QUALIFICATIONS AND EXPERIENCE

The CFI will have the following essential and desirable qualifications and experience:

### *Essential*

- Bachelor's degree in Forestry (preferable), Natural Resource Management or related areas;
- Good written and verbal Vietnamese and English;
- Knowledge of Microsoft Office applications;
- Familiar with any GIS software;
- Vietnamese National only;
- Available for regular travel to the field;
- Organized, efficient and able to meet deadlines and manage events;
- Proven interest in community forestry, environmental and/or social development issues;
- Good interpersonal skills (individually and in-groups) and ability to interact with people at all levels in a multi-cultural and multi-disciplinary environment. This implies flexibility and open-mindedness;
- Value the sharing of information and continuous improvement in a co-operative atmosphere of constructive evaluation and learning.

### *Desirable*

- Some working experience, particularly in community forestry and/or environment;
- Some working experience with ethnic people;
- Ability to write in a clear and concise manner and to communicate effectively orally;
- Output and outcome oriented;
- Experience in working with international and/or national/local organizations.

Interested candidates are invited to submit CV and a cover letter indicating why they are suitable for this position along with current contact details of three referees to [vietnam@recoftc.org](mailto:vietnam@recoftc.org). Please quote the position title in the subject line of the email. Only short-listed candidates will be notified.

To learn more about RECOFTC, please visit our website [www.recoftc.org](http://www.recoftc.org)

**Women and candidates in Viet Nam are strongly encouraged to apply. RECOFTC is an equal opportunity employer and the successful candidate will be selected based on merit.**