



Vacancy announcement

Position: Communication Officer, RECOFTC Indonesia

Deadline for application: 15 January 2025

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based and inclusive approach in supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality. We have more than 37 years of experience working with people and forests and have built trusting relationships with partners at all levels. As a trusted, honest broker, we support, inform and bring together governments, communities, businesses, academia and civil society organizations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change, and achieve the UN Global Goals.

RECOFTC operates in the Asia-Pacific region, with country programme offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

RECOFTC has been building the foundations and capacity for community forestry in Indonesia since 1998. We work closely with the Ministry of Environment and Forestry to strengthen capacity to implement sustainable forest management programmes and develop community-based forest management initiatives and strategies in Indonesia.

RECOFTC is recruiting a Communication Officer for our office in Bogor, Indonesia. The selected candidate will be offered a 24-month contract with the possibility of extension, contingent on funding availability and satisfactory performance. This position is open to Indonesian nationals.

Tasks and duties

The Communication Officer will be a member of RECOFTC Indonesia and work under the direct supervision of the Country Director. The officer will develop and implement communication strategies and outreach plans for RECOFTC Indonesia. Their primary role is identifying and conveying key messages from the organization's programmes, projects and activities through communication materials, products and outreach activities. The officer will support RECOFTC Indonesia teams in content planning, development and packaging of communication materials and products, collaborating closely with the Knowledge Management, Information Technology and Strategic Communication (KMITSC) unit at the RECOFTC Main Office.

- Develop and implement a combined communication and outreach strategy for RECOFTC Indonesia, and communication and outreach plans for projects to raise awareness and foster engagement with stakeholders, including local communities, private sector actors, civil society organizations and government agencies
- Collaborate with programme teams to ensure consistency and alignment of communication and outreach efforts with RECOFTC Indonesia's goals and broader business development goals

- Collect feedback from stakeholders to inform and refine outreach and communication strategies
- Ensure communication materials and products are consistent with organizational branding and visibility guidelines
- Manage RECOFTC Indonesia's webpage and social media site
- Collaborate with programme and project staff and create, write, edit and disseminate culturally appropriate materials such as stories, social media posts, infographics and policy briefs to inform and engage target audiences and support projects and programmes
- Support the development of proposals and donor communication materials
- Maintain and update a database of key partners, stakeholders and community forestry networks to support both communication and outreach activities
- Correspond with donors and partners and manage queries and general email addressed to RECOFTC Indonesia
- With the support of the Country Director and programme staff, coordinate outreach activities, events and workshops
- Represent RECOFTC Indonesia at external events, conferences and stakeholder gatherings
- Document programme activities, results and lessons learned, ensuring alignment with both communication and outreach objectives
- Monitor and evaluate the effectiveness of communication and outreach efforts, providing actionable recommendations for improvement
- Support other related activities as assigned by the country director

Qualifications and experience

Essential

- Bachelor's degree in communications, journalism, marketing, public relations
- Minimum of five years' work experience in communication roles, preferably with nonprofit or development organizations
- Proven experience in developing and implementing communication strategies and plans
- Experience in digital communication such as managing webpages and social media platforms
- Demonstrated ability to develop high-quality content and publications, with advanced writing and editing skills for diverse audiences
- Experience planning and implementing multi-stakeholder events, both in-person and online
- Experience working with national and local media in Indonesia
- Advanced communication skills in written and spoken English and Bahasa
- Proficiency in formatting reports and able to use graphic design tools such as Canva or Adobe
- Proficiency in computer applications, including Microsoft Office and digital collaboration tools
- Willingness to travel frequently to project field sites in Indonesia and other RECOFTC focal countries
- Willing to be based in Bogor

Desirable

- Knowledge and understanding of forestry, environmental issues, natural resource management, social inclusion and gender equality, disaster risk reduction, climate change, human rights, democracy and the rule of law
- Strong sense of teamwork with leadership and networking ability
- Ability to solve problems quickly and efficiently
- Ability to work independently with minimum supervision

RECOFTC's core values

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job-specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Nurture commitment, responsibility and ownership
- Collaborate with partners and stakeholders
- Commit to sustainability
- Cultivate participation, gender equity and social inclusion
- Prioritize wellbeing

How to apply

Interested candidates are invited to submit their CV and a cover letter. The cover letter should explain why the candidate is suitable for the position, including salary expectations, and provide current contact details of three referees, including recent supervisors. Please apply by [clicking here](#). Only shortlisted candidates will be contacted. RECOFTC offers a competitive compensation package.

For more information about RECOFTC, please visit our website at www.recoftc.org.

RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, color, marital status, medical condition or any other classification protected by RECOFTC's values and code of conduct. Reasonable accommodations may be made to enable qualified disabled applicants to participate in the application process. If you require special accommodation, please inform RECOFTC's Human Resources team in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women to apply.