



Vacancy Announcement

Position: Community Forestry Partnership Coordinator, RECOFTC Viet Nam

Deadline for application: 31 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 occupy a distinct position as an international organization that supports, informs and brings 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 Viet Nam is actively engaged in collaborative projects across the country. Our work in communities and community forestry covers land tenure security, community forest revitalization and investments, community rights, sustainable food systems, ecosystems, livelihoods and resilience.

RECOFTC is recruiting a Community Forestry Partnership Coordinator for our office in Hanoi, Viet Nam. 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 Viet Nam nationals.

Tasks and duties

The Community Forestry Partnership Coordinator is a member of the RECOFTC Viet Nam office and reports directly to the Country Director. This role supports the development of projects and programmes in Viet Nam and provides technical inputs for projects implemented by the RECOFTC Viet Nam office.

The Coordinator is responsible for developing pilot and demonstration sites in the field in partnership with relevant stakeholders in the country. The Coordinator will work directly with RECOFTC partners, including government agencies, non-governmental organizations, research and training institutions, universities, local communities, private sector entities and donors, to develop community forestry policies that align with existing legislation and local practices.

The Coordinator also supports national-level initiatives by offering technical expertise in policy discussions, contributing to knowledge management and helping with proposal development. The Coordinator will also contribute to raising awareness about community forestry in Viet Nam and enhance the capacity of partners and stakeholders to support these initiatives.

Specific tasks and duties

Programme development

- Contribute to developing and updating RECOFTC's strategic plans for Viet Nam
- Collaborate with RECOFTC main office and RECOFTC Viet Nam staff to develop concept notes and project proposals on capacity development, research, analysis, governance of community forestry and private sector engagement in Viet Nam

Programme and service delivery

- Coordinate and ensure timely delivery of community forestry activities, including follow-up, mentoring, coaching and backstopping support
- Identify and engage experienced consultants to support programme and service delivery
- Establish and maintain RECOFTC-supported pilot and demonstration sites at the landscape level and package lessons learned for various stakeholders
- Support the development, adaptation, documentation, translation and dissemination of extension materials, including manuals, case studies, policy briefs and blogs
- Assist in developing training modules and plans for field projects and other stakeholders
- Provide technical assistance and serve as a trainer/facilitator/resource person for relevant training and community forestry activities
- Liaise with responsible officers at the Department of Forest, its local agencies and subordinate bodies to ensure collaboration in formalizing, developing and monitoring community forestry
- Support the establishment and coordinate activities of the National Community Forestry Network Working Group
- Network with community forestry initiatives and other natural resource and environmental organizations to share lessons and develop joint plans for complementary work
- Provide support to RECOFTC's ongoing projects as needed

Planning, reporting and monitoring

- Prepare budgets for community forestry-related activities and ensure accurate, transparent and efficient financial expenditures
- Create and maintain relevant databases and maps to monitor the progress of community forestry in Viet Nam
- Assist in preparing reports for specific projects and RECOFTC Viet Nam
- Participate in and contribute to RECOFTC annual events such as planning, reviews and regional events

General

- Support the Country Director in fundraising and implementing programme activities
- Perform other tasks as assigned by the Country Director

Qualifications and experience

The Community Forestry Partnership Coordinator must have the following essential qualifications and experience:

Essential

- Master's degree in forestry, natural resource management or related fields
- Minimum 5 years of work experience in community forestry in Viet Nam or the region
- Strong analytical and research skills with experience applying participatory tools and methodologies
- Proven experience in programme and project design, development, delivery, coordination, planning, networking, facilitation and extension material development
- Good knowledge of emerging issues related to community forestry, including agroforestry, Payment for Forest Environmental Services, and climate change mitigation, REDD+ and adaptation
- Experience working closely with the Government of Viet Nam and other community forestry actors, including non-governmental organizations and donors
- Demonstrates strong leadership qualities with the ability to address and resolve problems quickly and effectively
- Experience in drafting concept notes, proposals and reports in English
- Proven ability to write clearly and concisely and communicate effectively in various contexts
- Excellent written and verbal communication skills in both Vietnamese and English
- Proficient in Microsoft Office applications, including MS Excel
- Willing and able to travel to field locations
- Must be a Vietnamese national

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 should submit a current CV and a cover letter. The cover letter should explain why you are suitable for the position, include your salary expectations and provide the current contact details of three referees, including recent supervisors. To apply, please click [here](#). Only shortlisted candidates will be contacted.

For more information about RECOFTC, please visit our website at <https://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, colour, 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 in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women to apply.