



Internship opportunity

Position: Intern, Transformative Land Investment Project, RECOFTC Lao PDR

Application Deadline: 7 February 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.

In Lao PDR, RECOFTC has been supporting the government in the forestry sector and implementing forestry programmes for over a decade. The focus is on village forestry and related programmes, linking the private sector with local communities through partnership agreements for timber and non-timber forest products to generate income. Recently, Reducing Emissions from Deforestation and forest Degradation, plus the conservation, sustainable management of forests and enhancement of carbon stocks (REDD+) has become a government priority, as stated in the forestry strategy 2035.

RECOFTC Lao PDR is seeking candidates for a paid four-month internship to support the Transformative Land Investment (TLI) project in Lao PDR. This opportunity is open to Lao nationals only, with the possibility of extension contingent on project funding availability.

Internships at RECOFTC help build practical skills, gain work experience and deepen understanding of community forestry in the Asia-Pacific region. Interns will collaborate with RECOFTC partners, local NGOs and communities through various assignments and duties.

Tasks and duties

The Intern will be a member of the RECOFTC Lao PDR team, working under the direct supervision of the TLI Project Coordinator for Lao PDR and the Country Director. The intern's primary responsibility is to support the implementation of project activities in the country.

Specific tasks and duties

- Support TLI project implementation in close coordination with the country team
- Support coordination among government partners (national, provincial and district levels), local communities, non-governmental organizations, civil society organizations and private sector entities to advance project activities
- Assist in organizing workshops, meetings and training sessions at central and provincial levels, both in-person and online
- Contribute to project budgeting, financial reporting and administrative tasks related to the TLI project, in collaboration with the Account and Administration Officer
- Participate in Monitoring, Evaluation and Learning activities, providing input and support as needed
- Collect, organize and analyse project-related data
- Support the development of communication materials, including brochures, factsheets, videos, etc.
- Conduct field visits to project sites to assist with on-ground activities
- Perform any other tasks assigned by the Country Director

Qualifications and experience

The intern should have the following qualifications and experience:

Essential

- Bachelor's degree in forestry, environmental science, communication, business administration, accounting or a related field
- At least three months of internship or work experience in relevant fields
- Basic proficiency in written and spoken English
- Competence in Microsoft Office applications
- Lao nationality

Desirable

- Confident and proactive personality with strong problem-solving skills
- Ability to work effectively under supervision within a project team
- Willingness to travel to project field sites in Lao PDR and other RECOFTC focal countries as required

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 equality and social inclusion
- Prioritize well-being

How to apply

Interested candidates are invited to submit a CV and a cover letter. The cover letter should explain why you believe you are suitable for the position and provide current contact information for three referees, including recent supervisors, if available. Applications can be submitted by via [the provided link](#). 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.