

Vacancy announcement

Position: E-Learning and Training Officer, RECOFTC Main Office

Deadline for application: 9 May 2024

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 program offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

RECOFTC is seeking an E-Learning and Training Officer for its Program Coordination and Technical Services (PCTS) unit at the Main Office in Bangkok, Thailand. The position is open to external candidates. The selected candidate will be offered a 24-month contract with the possibility of an extension, contingent on funding availability and satisfactory performance.

Tasks and duties

The E-Learning and Training Officer is a member of the PCTS unit and reports directly to the Senior Program Officer, Training and Learning. The E-Learning and Training Officer is responsible for effectively implementing training and learning activities and programs in close coordination with other RECOFTC programs.

Specific tasks and duties:

E-learning

- Lead RECOFTC's e-learning program, including refining its strategy and approaches to align with the organization's Strategic Plan
- Coordinate all units and projects involved in developing e-learning products and services
- Lead the development of e-courses based on project and organizational objectives, utilizing functionalities of e-learning platforms, multimedia and tools with instructional design principles for an innovative and effective e-learning program
- Lead the implementation and application of the e-courses for RECOFTC's diverse audiences, including local communities, policymakers, practitioners, the private sector, youth and the urban public

- Lead in the conceptualization and development of innovative project concept notes and proposals that incorporate new techniques and tools in coordination with other PCTS unit staff, RECOFTC's Business Development unit, project managers, goal leads, Finance team and country offices
- Ensure systematic documentation of e-course implementations and analyze data in the learning management system to assess the effectiveness of the e-courses and inform their iteration for participatory monitoring, evaluation and learning purposes, donor reporting and promotion of the e-courses during enrolment campaigns
- Procure and manage service providers and consultants relevant to e-learning and potentially other aspects of RECOFTC training and learning activities
- Build the capacity of regional and country program staff regarding e-learning and provide support to country programs in e-learning development and implementation
- Promote RECOFTC as a leading e-learning service provider by increasing visibility and awareness of the program in coordination with RECOFTC's Knowledge Management, Information Technology and Strategic Communication unit

Training and learning

- Lead and or support innovative training and learning programs for RECOFTC's diverse audiences
- Apply adult learning and experiential learning principles in the design, development and implementation of interactive training modules
- Provide technical support and work closely with country teams in the design, development and delivery of existing and new training programs and other learning activities
- Facilitate the mainstreaming of gender equality and social inclusion in all training and learning initiatives at RECOFTC

Other relevant organizational learning events

- Work with and support RECOFTC's organizational learning initiatives as required, such as design processes and facilitation of relevant workshops, seminars, organizational/project events, and related responsibilities as may be assigned by the Executive Director, PCTS Director and Senior Program Officer, Training and Learning

Qualifications and experience

The E-Learning and Training Officer should have the following essential qualifications and experience:

Essential

- A bachelor's degree (or higher) in Adult Education, Instructional Design, Educational Psychology, Pedagogy or related fields
- A minimum of five years of professional experience in designing, developing and delivering online courses and e-learning programs. This includes proficiency with e-learning management systems and platforms, as well as specific authoring tools
- Experience in facilitating participatory and effective online discussions, webinars or virtual training, and offline or face-to-face training and learning processes

- Creative and innovative ideas and approaches in the design of training and learning programs
- Excellent verbal and written communication skills in English
- Willing to travel frequently
- Willing to be based in Bangkok

Desirable:

- Educational degree in Forestry, Natural Resource Management, Environmental Sciences, International Development, Social Sciences, Natural Sciences or a related field
- Experience in working on community forestry/community-based natural resource management or participatory natural resource management with Southeast Asia adult learners
- Experience in coordinating, collaborating and networking with partners and other relevant organizations
- Good knowledge and experience working on forest governance, climate change, tenure rights, forest-based enterprise development, equitable value chains, and gender equality and social inclusion

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 their CV and a cover letter. The cover letter should explain why the candidate believes they are suitable for the position, include salary expectations and provide current contact information for three referees, including recent supervisors. Applications can be submitted by clicking the [provided link](#).

Only shortlisted candidates will be contacted. RECOFTC offers a competitive compensation package.

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 and Thai nationals to apply.