

## **Vacancy Announcement**

**Position: Communication and Knowledge Management Officer**

**Deadline for application: 3 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 currently seeking a Communication Officer for the Regional Model Forest Network-Asia (RMFN-Asia) initiative (50%) and Wyss Academy for Nature (WA, 50%). This position is available to external applicants who are Thai nationals and will be based at the RECOFTC Main Office in Bangkok, Thailand. The successful candidate will be offered a contract until March 2026 with the possibility of extension, contingent on funding availability and satisfactory performance.

### **About the projects**

RECOFTC is serving as the secretariat for the Regional Model Forest Network-Asia (RMFN-Asia). RMFN-Asia brings together stakeholders across Asia to support the sustainable management of diverse landscapes. As part of the International Model Forest Network (IMFN), RMFN-Asia focuses on priority areas such as poverty alleviation, livelihoods, food security, forest restoration, biodiversity conservation, water security, landscape governance, climate change, and gender equity. Member countries include China, India, Indonesia, Japan, the Philippines, and Thailand. RMFN-Asia is chaired by the Royal Forest Department in Bangkok, Thailand.

Wyss Academy for Nature (WA) incubates, scales up and replicates projects that bring people and nature into a just and sustainable relationship. They bring researchers, economic actors, policymakers and communities together to codesign solutions aligning human wellbeing with biodiversity protection, sustainable land use and climate-friendly societies. They co-develop new ways of integrating forest restoration, livelihood development, sustainable resource use and environmental education in Xayaboury, Lao PDR and Nan, Thailand. WA implements projects throughout regional hubs. RECOFTC is hosting the WA Southeast Asia hub.

## Tasks and Duties

The Communication and Knowledge Management Officer is a member of the Knowledge Management, Information Technology and Strategic Communication (KMITSC) unit. The officer works closely with the RMFN Manager, the Wyss Academy Regional Senior Advisor and East Asia Hub Lead, and the Wyss Academy Global Communications team. The officer is responsible for the design, implementation and evaluation of communication and knowledge-sharing activities of the RMFN–Asia Secretariat (50% of staff time) and Wyss Academy (50% of staff time).

Specific tasks and duties:

- Support communication and knowledge-sharing deliverables through a combination of communication activities, effective knowledge management and dissemination of knowledge products
- Draft, update and support the implementation of communication and knowledge-sharing strategies and plans
- Develop and disseminate communication materials (e.g., fact sheets, brochures, web stories) to promote projects and knowledge products, including documentation of lessons learned, impact stories and project outcomes
- Develop content for, curate and if applicable, manage project webpages
- Support the development and monitor knowledge-sharing tools, platforms and engagement strategies, including building and maintaining a knowledge-sharing hub
- Support the delivery of project activities and events (workshops, trainings, forums)
- Assist in preparing progress reports, including annual reports, reports on communication and knowledge management activities
- Provide training on communication and knowledge management tools and processes to project stakeholders as needed
- Contribute to the planning and execution of and participation in national, regional and global events related to the projects
- In consultation with the project teams and KMITSC, enhance the visibility of RECOFTC, RMFN–Asia and WA
- Contribute to the implementation of the WA's overall communications strategy and adapt it to the specific context
- Contribute to the implementation of the RMFN Strategic Plan and communication plan
- Ensure gender equality and social inclusion are integrated into communication and engagement activities
- Perform additional duties as assigned by KMITSC and the projects

Essential

- Degree in communication, journalism, marketing or a related field
- Minimum of five years' progressive experience in communication and knowledge management
- Minimum of three years' experience in handling communication needs of a network and projects
- Experience in digital media, content creation and storytelling, social media management, media relations, photography and/or video production, including experience managing and supervising external photographers and filmmakers
- Experience working in the development sector and engaging with stakeholders from government, non-government and civil society organizations, local community and learning institutions in the Asia-Pacific region
- Experience in developing creative, innovative and audience-centric solutions for communication, dissemination and knowledge sharing
- Proficient in utilizing tools for planning and executing communication and knowledge management activities

- Good understanding of digital connectivity, MS365 platforms such as SharePoint and other digital applications and services
- Ability to nurture and maintain trusting and respectful relationships
- Outstanding English language writing, speaking and presentation skills
- Thai national

Desired

- Experience building and managing a knowledge-sharing platform

### **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
- Committed to sustainability
- Cultivate participation, gender equality and social inclusion
- Prioritize wellbeing

### **How to apply**

Interested candidates are requested to submit their CV and a cover letter indicating why they are suitable for the position, with salary expectations and current contact details of three referees, including recent supervisors. [Click here to apply](#).

When submitting your application, please use the position title as the subject line of your email. Only shortlisted candidates will be contacted. RECOFTC offers a competitive compensation package.

For more information about RECOFTC, please visit [our website](#).

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 accommodation 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. RECOFTC is an equal opportunity employer, and the successful candidate will be selected based on merit. Women are strongly encouraged to apply.