

Vacancy announcement

Position: Project Administrator (Consultant), Kuan Kreng Landscape Conservation and Restoration Project through Carbon Financing, RECOFTC Thailand

Deadline for application: 20 November 2024

Introduction

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.

Objective

RECOFTC Thailand invites applications for the position of Project Administrator, Kuan Kreng Landscape Conservation and Restoration Project through Carbon Financing. The successful candidate will be based in the RECOFTC Thailand office in Bangkok. The contract duration is from 25 November 2024-31 March 2025. The position is open to Thai nationals.

Project background

Restore Nature (Thailand) Limited and RECOFTC are working to support the Department of National Park, Wildlife and Plant Conservation (DNP), the Royal Forestry Department (RFD), and local communities to protect and restore the Kuan Kreng peat swamp forests through the “Kuan Kreng Landscape Conservation and Restoration through Carbon Financing (KKL)” project.

Ecosecurities, a technical consultant engaged by New Forests Asia has completed the feasibility study on the KKL Project. Based on the findings, Restore Nature, through RECOFTC, wants to continue working with the DNP, RFD and the local communities to develop the Project Design Document required for the carbon project

and to pilot activities in the area. The KKL project covers the Thale Noi and Bor Lor non-hunting areas and national reserved forests under the management of DNP and RFD which is around 70,715 ha.

Under the agreement with New Forests Asia, RECOFTC is tasked to complete: 1) Stakeholder engagement strategy 2) Baseline socio-economic data 3) Community impact assessment and monitoring plan 4) Free, Prior, and Informed Consent (FPIC), benefit sharing, and grievance mechanism 5) Community-based integrated forest fire management and 6) Project coordination support with all government agencies and local stakeholders.

The carbon credits generated from the project will be shared between the communities and the project developers including DNP, RFD and Restore Nature accordingly as per regulations and a benefit sharing mechanism. The revenue generated from the sale of carbon credits will be used by Restore Nature to fund the ongoing costs of the project and encourage communities to be involved in the project from the onset.

Scope of work

The Project Administrator is a member of RECOFTC Thailand team and works under the supervision of the Project Manager, KKL project. The Project Administrator is responsible for providing administration support to the project team, supporting budget plan development, and preparing a financial report to submit to donor.

Specific duties and responsibilities include:

- Support the Project Manager to develop budget plans and monitor financial expenditures for project activities and implementation
- Coordinate and closely work with field coordinator and Accounts and Administrative Officer for event operations (Advance budget and settlement)
- Manage filing system
- Prepare a project financial report to submit to a donor
- Manage office supplies stock and place orders
- Arrange travel and accommodations for project team and stakeholders
- Provide administration support to the team for project implementation at field and office levels

Qualifications and experience

- Bachelor's degree in Business Administration and/or related fields
- Computer skills: MS Office (Word, PowerPoint, Excel, E-mail), including experience in a standard accounting software
- At least three years of experience in project financial administration
- Proven skilful in planning and attention to detail
- Ability to work with other people and skilful in coordination
- Able to start working immediately and willing to travel to the field sites frequently

- Proficient in English and Thai
- Thai 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 equality and social inclusion
- Prioritize well-being

How to apply

Interested candidates are invited to submit their CV and a cover letter by 20 November 2024 via e-mail to sureena.nareepen@recoftc.org, KKL Project Administrator, with a CC to itthirit.suwannakam@recoftc.org, KKL Project Manager. Only shortlisted candidates will be contacted.

For more information about RECOFTC, please visit our website at <https://www.recoftc.org>.