Sustainable Natural Resource Management Project
(Employer: KOKUSAI KOGYO CO., LTD.)

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<th>Job Title:</th>
<th>Technical Officer (Forest Management) in Dien Bien Province</th>
<th>Date:</th>
<th>2016/4/28</th>
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**Job Description:**

**Background**

The Sustainable Natural Resources Management (SNRM) Project is a bilateral technical cooperation project funded and assisted by the Japan International Cooperation Agency (JICA) with the project duration of five years from August 2015 to August 2020. It consists for four key components covering policy development (Component 1), REDD+ and sustainable forest management in the Northwest (Component 2), biodiversity conservation in Lam Dong (Component 3), and information and knowledge sharing (Component 4).

The Project Component 2 specifically works on the development/revision of PRAPs, and their pilot implementation in select pilot sites in the Northwest provinces (Dien Bien, Lai Chau, Son La, and Hoa Binh).

**GENERAL DESCRIPTION OF TASKS AND OBJECTIVES TO BE ACHIEVED**

Under the overall supervision of the Provincial Coordinator, the guidance of the Administrative Coordinator, direct technical guidance of the Forest management Expert, and in coordination with the government counterparts at different levels, the Technical Officer on Forest Management will be responsible for organizing forest management activities under existing or being under preparation Provincial REDD+ Action Plan (PRAP) in one pilot commune in Dien Bien Province.

Based on the socio-economic survey carried out under SNRM (July - September 2016), village level potential of REDD+ activities in forest management and livelihood development will be analyzed with consultation of villagers and other government policies. Then the activities will be summarized as Forest Management and Livelihood Development Plan for each village in the pilot communes. As per the plan forest management and livelihood development activities will be carried out in each village by the project. Forest and livelihood status of villages are expected to be enhanced by the forest management/livelihood development activities. Forest area change will be assessed through FPD of commune level.

The Technical Officer on Forest Management will facilitate commune level forest management activities with DPC/CPC officers (forest guards, extensionists and planning) and villagers (leader, extensionist and leaders of Farmer/Women/Youth unions and members of village forest management boards) and communicate and work well with other higher government officers (DARD, Sub-DOF, DPC).

Specifically, the Technical Officer on Forest Management will be responsible for the followings:
- To support systematically collect and store the relevant data, information, reports, and other materials related to forest management activities under the project on the provinces, pilot communes and villages in the pilot communes;
- To support conducting REDD+ introduction workshop at pilot communes;
- To support preparing forest management plan with facilitators (CPC officers) and villagers;
- To support developing village forest management boards;
- To support the plan formulation and implementation of the day-to-day work of forest management activities at village level
- To supervise and monitor forest management activities at village level;
- To support implementing Provincial Forest Change Monitoring System (PFMS) together with Commune Rangers.
- To assist regular (monthly) meeting with PPMUs or DPC/CPC to report the progress, achievement, and remaining issues and to get endorsement of the plan.
- To support evaluation of ongoing and completed project activities as per indicators specified;
- To support developing and/or revising technical guidelines, manuals, rules/regulations, and tools as required;
- To build the capacity of the village management boards and Commune/village level government officers through provision of training courses, workshops, and other capacity building activities on forest management;
- To provide technical guidance and advice, and facilitate necessary remedial actions against identified problems and issues related to the village level forest management activities;
- To assist administrative, financial and logistic requests as necessary.
- Perform other duties as requested by the project.

**Job Location:**
Most work will be carried out in Pilot commune in Dien Bien, Vietnam

**Employment Type:**
Full-time
12 months contract with possibility of extension

**Joining Date:**
1 June 2016 (negotiable)

**Monthly Salary Range:**
Negotiable with an indicative remuneration package according to the UN-EU Cost Norms (2015)

**Supervision**
The Technical Officer on Forest Management will report to Provincial Coordinator (and under the instructions of other project experts as appropriate)

**Expected outputs**
1) Support to socio-economic survey on forest management
2) Support organize REDD+ introduction workshop at pilot communes
3) Prepare Village level forest management and livelihood development plans
4) Establish village forest management boards
5) Support organizing facilitator training on forest management for CPC/village level government officers
6) Organize forest management activities in each village with facilitators and villagers as per the plan

**Skills:**

Technical Competencies and Experience Requirements:
- At least five years of professional and field experiences in forest management in rural areas
- Understanding of the policies (e.g. FPDP) and institutional mechanisms (e.g. Sub DOF, FPD) related to forest management activities;
- Ability to develop capacity of the counterpart staff and villagers through formal and informal training, OJT, and other methods;
- Proven ability to work and establish good working relationships with government staff and villagers;
- Proven ability to work as a team with other colleagues and supervisors as well as people with different backgrounds;
- Professional time and work management skills and disciplines;
- Ability to undertake frequent field visits to the project pilot sites;
- Good report writing and documentation skills;
- Familiarity with Microsoft Office applications and the internet applications;
- Limited knowledge of written and spoken English and Working knowledge of Vietnamese; and
- Knowledge of local minority languages, especially Thai and/or Hmong, an asset.

**Years of Experience:**
Minimum 5 years of professional experiences in the related field

**Education:**
- University degree in forestry

**Academic Qualifications:**
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| **Fax:** | n.a. |
| **Project website:** | For the project background and other information:  