



JOB DESCRIPTION

Position title: Bamboo Project Officer

Directly reports to: Project Manager for Rattan, Bamboo & Forestry

Supervises: N/A

Technically supervises: N/A

Validity: One year

Location: Mondulkiri Province

Position Summary:

The Bamboo Project Officer will be responsible for assisting the project manager and leading the implementation of project activities working closely with project partners and communities. Under Rattan & Bamboo Project “Strengthening Responsible Natural Fibre and Timber Production in the Greater Mekong” financially supported by IKEA, the Project Officer will assist implementation of project monitoring, community engagement, improving legality, and providing capacity building for the target communities. Also, the Project Officer will provide technical support contributing to sustainable forest management, harvesting plan, viable business development for bamboo commodity.

I. Major Responsibilities

This Job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

1 Community Engagement

- Ensure the participation of the community in the project implementation and regular meetings with other relevant stakeholders
- Design the key intervention to target CPAs based on the key activities and monitor the progress of the implementation
- Provide technical support to the community for monitoring system, CSO and CBO assessment, stakeholder communication system and revolving fund mechanism etc.
- Facilitate in the design and implementation of surveys and studies when required and secure participation of stakeholders
- Monitor conflicts and risks during the project implementation and identify the key responding activities to overcome and mitigate them.

- Keep track of online monitoring to ensure the up-to-date the project's and communities' database.

2 Project Partnership

- Coordinate the implementation of sub-grantee based on work plan and provide technical support to CSO and CBO in grant implementation and management.
- Manage the grant agreement with target CBOs and monitor the expense of agreement and support the grantees on the work plan implementation
- Provide technical support to CSOs and CBOs on development of key activities and mechanism to effectively implement work plan within the timeframe of the grant agreement
- Review and regularly update stakeholder mapping to include all potential CSOs, CBOs and partners to link with the project and highlight key influences of those partners
- Establish relations and keep regular contact with key partners (multi-sector, government and non-government) at local, national and regional levels (for implementation and networking/lessons sharing)
- Develop and maintain effective communication with a wide range of external partners including organizations, communities and individuals who involve in the conservation activities
- Represent the project to provide presentation to the partners when required

3 Forest Management

- Lead and coordinate the biodiversity monitoring using the cost efficiency tool (FIAT) and conduct analysis and reporting
- Regularly follow-up with community the monitoring form for the community such as harvesting data, processing activity, nursery and enrichment and update the data
- Facilitate the processing, harvesting and nursery activities of community at the target sites and other relevant stakeholders

4 Bamboo supply chain development

- Build the linkages of the potential SMEs with community to initiate and scale-up supply chain of bamboo commodity and analyze gaps of the project invention and propose for new approaches
- Develop the production monitoring plan for the communities and ensure the sustainable bamboo harvest staying within sustainable harvesting plans
- Identify the gaps of SMEs and community suppliers and propose for the intervention activities
- Design and input on the new business models for bamboo supply chain

5 Legalization of NTFP supply chain

- Represent the project in meetings with government counterparts and project partners and take minutes of project meetings to promote bamboo supply chain at the target communities to be recognized by competent authorities
- Organize regular meeting with government counterparts and other key partners to ensure smooth synergy in project implementation at the ground
- Produce bamboo harvesting plan based on data analysis of inventory and have those approved/endorsed by Forestry Administration and/or Provincial Department of Environment
- Promote the right of the CBOs in resource use by organizing the consultation meeting with different stakeholders at the community level through project work plan

II. Working Relationships

1. Internal

- Work closely with Community Livelihood Development Manager, Community

Engagement Officers, Community Engagement Officer, CET project assistant and other staffs at landscape.

2. External

- Interact with donors, government, partners, communities, consultants, and with other NGO, CSO, CBO and private sector

III. Qualification

1. Education and Experiences

- Bachelor Degree in Natural Resource Management, Environmental Science, Forestry, Rural Development, Biodiversity Conservation or other related fields.
- At least 3 years in the sector of the conservation and or community engagement in natural resource management.
- Experience in conducting studies and coordinating research activities such as forest inventory, species research and biodiversity monitoring
- Experience working livelihood development and capacity building for communities
- Experience in coordinating/working with diverse stakeholders in multi-cultural environment. Working with target community groups in Mondulkiri is an advantage.
- Experience in business model development for NTFP supply chain
- Experience in monitoring the progress of community's implementation at the field and data management.

2. Skills and Ability

- Thorough understanding of conservation, rural development, forestry, and community based organization engagement issues in Cambodia.
- Basic knowledge in biodiversity and ecosystem.
- Knowledge in NTFP supply chain (enterprise development is preferred).
- Good in written and spoken English and local language is an advantage
- Working well with and contributing effectively to a multicultural team
- Working independently in remote areas and spending periods of time in the field
- Working on own initiative with minimum supervision and staying on task

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