



The Sabah Forestry Department with the support from the Delegation of the European Union to Malaysia (EU) for the Tackling Climate Change through Sustainable Forest Management and Community Development (COMPONENT II) Programme, is seeking suitably qualified Malaysians, preferably Sabahans, to fill up the following posts:

(To be based at Sabah Forestry Department Headquarters, Sandakan, Sabah)

1. Project Coordinator

- A minimum of 10 years of experience in forest management and planning related fields;
- University degree, preferably in forestry, natural resource management or other relevant subject;
- Good leadership, communication and reporting skills;
- Computer proficiency in MS Office.
- Good communication skills.
- Excellent writing skills, as well as strong analytical aptitude, communication and presentation skills.
- Ability to work under pressure to meet deadlines in a fast paced environment.

2. Assistant Project Officer

- A minimum of 5 years of experience in forest management and planning.
- University degree, preferably in forestry, natural resource management or other relevant subject.
- Computer proficiency in MS Office.
- Good communication skills.
- Excellent writing skills, communication and presentation skills.
- Ability to work under pressure to meet deadlines in a fast paced environment.

3. Administrative and Accounts Clerk

- A minimum of 4 years of relevant working experience.
- Must possess at least LCCI or equivalent.
- Handle full set of accounts, including generating financial reports, processing invoices, inventory report, and maintenance of fixed assets register.
- Update and maintenance of records.
- Assist in daily administrative functions.
- Computer literacy.
- Ability to work under pressure to meet deadlines in a fast paced environment.

(To be based at Gana Forestry Station, Kota Marudu Forestry Office, Sabah)

4. Site Manager

- At least with a BSc. in fields related to forestry or environment.

- A minimum of 10 years of experience in forestry or environmental project planning, implementation and monitoring & evaluation.
- Good leadership, communication and reporting skills;
- Good English and Malay writing skills, as well as strong analytical aptitude and presentation skills.
- Ability to work under pressure to meet deadlines in a fast paced environment.
- Healthy and able to work with minimum supervision.
- Good computer proficiency especially MS Office.
- Ability to communicate in local languages and having a valid vehicle driving license are advantageous.

5. Assistant Site Manager

- At least with a Diploma in fields related to forestry or environment.
- A minimum of 5 years of experience in forestry or environmental project planning, implementation and monitoring & evaluation.
- Good computer proficiency particularly MS Office.
- Good communication skills and knowledge of local languages is an advantage.
- Good writing & reporting skills.
- Be able to perform under pressure and meet deadlines.
- Healthy and able to work with minimum supervision.
- Ability to communicate in local languages and having a valid vehicle driving license are advantageous.

6. Administration & Accounting Clerk

- Candidate should possess at least a SPM with suitable certificate in accounting from acceptable local institution.
- Having a minimum of 5 years of experience in accounting and/or administration.
- Able to handle full set of accounts, including generating financial reports, processing invoices, inventory report, and maintenance of fixed assets register.
- Able to manage the daily administration of a site office.
- Good computer literacy particularly in MS Office.
- Healthy and able to work with minimum supervision.

7. Field Supervisor (2 persons)

- Candidate should possess at least a SPM, with an acceptable certificate in forestry or agriculture from local institution,
- A minimum of 5 years of experience in forestry and/or agriculture.
- Able to conduct effective field planning, implementation, management and control to ensure achievement of the project's results and outputs.
- Able to work in harsh field condition.
- Good computer literacy particularly in MS Office.
- Healthy and able to work with minimum supervision.
- Ability to communicate in local language and having a valid motorcycle driving license are advantageous.

8. Driver

- Candidate should possess at least a PMR.
- A minimum of 5 years of experience in driving in rough terrain.
- Healthy and able to drive long journeys.
- Possess mechanical skills and knowledge in vehicle maintenance.
- Able to assist on the daily maintenance of the project office.
- Able to work with minimum supervision.

More information regarding the duties and responsibilities can be found in SFD official website at www.forest.sabah.gov.my.

Kindly please submit your resume along with SPA.1 Form by or before **14th February 2014** to this address:

Deputy Director (Forest Sector Planning) Office

Jabatan Perhutanan Sabah

Km 11, North Road

Locked Bag No.68

90009 Sandakan

Tel: 089-242777/ 2788

Only shortlisted candidates will be called for an interview.



TACKLING CLIMATE CHANGE THROUGH SUSTAINABLE FOREST MANAGEMENT AND COMMUNITY DEVELOPMENT (COMPONENT II)

Project Background

The project has been designed to meet the needs of Sabah State in Malaysia, in particular to enhance capacity and understanding of options to effectively engage local community in forest management and rehabilitation both on government and community land. It is believed that this will generate experiences and enhance capacity relevant to the further development and implementation of the planned Sabah REDD+ Strategy.

The Malaysian Federal Government has acknowledged the importance of involvement in the REDD+ mechanism, which goes beyond deforestation and forest degradation, and includes the role of conservation, sustainable management of forests and enhancement of forest carbon stocks. The REDD+ mechanism implementation at national and sub-national levels will require very broad stakeholder participation, including active involvement of the indigenous and forest dependant local communities, which are largely concentrated in East Malaysia. In Sabah they constitute approximately 60% of the State's population and in Sarawak around 50% of the State's population.

The Project is designed to link with and support Malaysia's current development of a REDD+ National Strategy. While policy objectives set by the Federal Government are applicable to the whole country, land and forest in Malaysia remain strictly State matters. Three harmonized mechanisms and separate baselines are envisaged for Sabah, Sarawak and Peninsular Malaysia. The State of Sabah is one of the pioneering States. It aims at full certification of all permanent productive forests under the SFMLA (Sustainable Forest Management Licence Agreement) by 2014. Sabah is currently developing its own REDD+ strategy and needs to build the capacity of key stakeholders for its implementation.

The main issues that the project intends to address include:

- Insufficient capacity in related state agencies and other stakeholders to develop and implement a REDD+ strategy.
- Lack of experience in effectively engaging indigenous peoples and local communities in conservation, management and rehabilitation of forests as well as minimising forest degradation and deforestation.
- Ongoing fragmentation and degradation of forest resources especially on state land outside of forest reserves and totally protected areas.
- The need to integrate measures for maintenance of forest carbon resources with other priorities for biodiversity conservation and community livelihood.
- Development of appropriate low carbon livelihood options for local communities.

This Project will be implemented in Sabah - a State in the Malaysian Borneo with 7.3 million ha of land area of which 3.6 million ha is permanent forest reserve (50%) and additional forests on state, community and private lands.

To successfully carry out these tasks, capacity building for the Sabah Government is required and active involvement of the indigenous forest dependent communities in the process will be crucial.

Given the importance of forests for community livelihood in Sabah, where a majority of inhabitants still live in rural areas and are predominantly dependant on farming and forests, more recognition of these contributions to livelihoods are needed. Community forestry is regarded as a positive development strategy for rural forest communities to improve livelihoods while promoting environmental conservation and increasing biodiversity. The appreciation of the non-timber values of the forest is increasingly viewed to be of greater importance than traditional timber products. Important challenges to enhancing community livelihoods while at the same time maintaining forests include recognition of rights of indigenous communities; land tenure and access to resources in forest reserves and stateland forests. A combination of land occupation permits and agroforestry projects could improve land tenure security and the livelihoods of communities in forest reserves, but this approach is still at its early stages of development.¹ It is hoped that in the future a Community- friendly REDD+ regime would be an important facilitator of rural livelihoods while maintaining forest resources.

The project has been designed to link with and avoid overlap with relevant initiatives and projects in Malaysia that are in the pipeline or implementation. The project will be an integral part of the EU funded Programme on “Tackling climate change through sustainable forest management and community development” which is intended to provide strategic support to development of a pro-poor REDD+ programme in Sabah. Direct linkage will be made with the Technical assistance component of the programme whereby some specific technical inputs will be provided to support some aspects of the current action. In addition the pilot sites under the current action will be used at test areas for development of the Monitoring Reporting and Verification (MRV) Systems as well as Environmental and Social Safeguards (ESS) systems.

The Project will also link with other initiatives and programmes including:

- The Sabah REDD+ strategy development/implementation led by the Sabah Forestry Department
- The Sabah Forestry Department Social Forestry Programme;
- The Heart of Borneo Initiative (HOB) which is supporting the conservation of the forests in the Centre of Sabah and has an emphasis on promoting connectivity and restoration of remaining forest patches;
- The Kinabatangan Corridor Of Life Initiative (KCOL) supported by the Sabah Wildlife Department to enhance conservation of a riverine Corridor along the Kinabatangan River; and
- The Ecological linkage (ECOLINC) Initiative developed by Sabah Parks to conserve forest

¹ Case Study: "Sabah forest ownership" for UN FAO, November 2005, www.gfsinc.biz

on community land between Kinabalu and Crocker Range National Parks.

The project will also be complementary to the "EU-Malaysia Forest Law Enforcement Governance and Trade Programme" *which focuses on reinforcing forest governance and law enforcement.*

(1) PROJECT COORDINATOR

The Project would like to contract a suitably qualified Malaysian, preferably Sabahan, to fill the post of a Project Coordinator.

Only short listed candidates will be notified within 2 weeks after the closing date.

Under the supervision of the Project Director at the Sabah Forestry Department (SFD), the Project Coordinator will work closely with the technical assistance team funded separately by the European Union (EU) through a parallel project in the same programme (component I), to provide overall project coordination and management to the project. The Project Coordinator will also supervise the Project Officer as part of the Project support unit.

Location: Sabah Forestry Department Headquarters, Sandakan, Sabah, MALAYSIA

Application Deadline: 14-Feb-14

Type of Contract: Service Contract

Languages Required: English, Bahasa Malaysia

Duration of Initial Contract: one year initially, with possibility of renewal

Expected Duration of Assignment: project duration is 4 years

Duties and Responsibilities

Key functions:

Project Management:

- Manage the administrative and financial requirements, in accordance to EU rules and regulation, and ensure achievement of the project's results and outputs.
- Facilitate the day-to-day functioning of the project;
- Manage human and financial resources, with accountability to the Project Director and EU, for achieving results in line with the objective, outcomes, outputs and activities outlined in the project document:
- Prepare and implement detailed annual work plans, budgets and result frameworks as endorsed by the Project Director and the EU;

- Prepare and submit timely and quality reports to EU and SFD – annual, mid-year and quarterly progress reports, inception report and final report;
- Work and oversee team(s) of consultants/experts through planning, implementing, managing, and monitoring the delivery of policies, reports and knowledge products as endorsed by NSC;
- Lead the coordination of project activities with related activities both within SFD and EU and other external agencies;
- Organise inception workshop, trainings, stakeholder consultations, meetings of the Project Steering Committee, Technical Working Committee and Working Groups, and relevant missions;
- Coordinate the distribution of responsibilities amongst team members and organise monitoring and tracking system of all components of the project;
- Advise the Project Director on all aspects of project implementation, monitoring and evaluation as well as financial accountability;
- Ensure information sharing and bridging between EU programme management, project management and national counterpart in the process of implementation of the project;
- Ensure that no statements are made or announced, and no data or information released regarding the project without prior consent from EU and SFD.

Technical Support:

- Manage the inputs of the consultants/experts and international advisers and undertake knowledge capture at national, regional and global levels and the production of knowledge-based products;
- Develop and oversee capacity building efforts aimed at government counterparts, civil society groups, media and other stakeholders;
- Editorial to project reports and proceedings of workshops/conference; Peer review and contribute to other project related reports and publications

Required Skills and Experience

Education:

Post-graduate degree or equivalent in Environmental Science, Environmental/Natural Resource Management, Environmental Economics, Forestry or related discipline. A first-level university

degree in combination with 10 years' relevant experience may be accepted in lieu of the advanced university degree.

Experience:

- A minimum of 10 years of progressively responsible experience in forest management and planning including in biodiversity conservation, and environmental policy. Experience in environmental financing and community forestry will be an advantage.
- Demonstrated ability to successfully manage environmental projects, and achieve outcomes and financial targets, including experience in design, monitoring and evaluation of projects activities;
- Knowledge and understanding of the forestry management and planning issues and policy in Sabah, specifically and in Malaysia in general;
- Proven ability to collect, verify and analyse information, and to finish and present work with a high degree of accuracy and technical quality;
- Demonstrated ability to engage with government officials, NGOs, and private sector.
- Demonstrated ability to manage and coordinate large and multidisciplinary teams of experts and consultants, to provide leadership and inspiration and to work in a challenging and complex working environment;
- Excellent writing skills, as well as strong analytical aptitude, communication and presentation skills are required;

Language Requirements:

Excellent verbal and written communications skills in English and Bahasa Malaysia.

(2) ASSISTANT PROJECT OFFICER

The Project would like to contract a suitably qualified Malaysian, preferably Sabahan, to fill the post of an Assistant Project Officer.

Only short listed candidates will be notified within 2 weeks after the closing date.

Under the supervision of the Project Director and the Project Coordinator at the Sabah Forestry Department (SFD), the Assistant Project Officer will work closely with the Project Coordinator and the technical assistance team, which is funded separately by the European Union (EU) through a parallel project in the same programme (component I), to provide overall project coordination and management to the project. The Assistant Project Officer will report to the Project Coordinator as part of the Project support unit.

Location: Sabah Forestry Department Headquarters, Sandakan, Sabah, MALAYSIA

Application Deadline: 14-Feb-14

Type of Contract: Service Contract

Languages Required: English, Bahasa Malaysia

Duration of Initial Contract: one year initially, with possibility of renewal
Expected Duration of Assignment: project duration is 4 years

Duties and Responsibilities

Key functions

Project Management:

- Manage the administrative and financial requirements, in accordance to EU rules and regulation, and ensure achievement of the project's results and outputs.
- Assist the Project Coordinator to facilitate the day-to-day functioning of the project;
- Manage human and financial resources, with accountability to the Project Coordinator, Project Director and EU, for achieving results in line with the objective, outcomes, outputs and activities outlined in the project document:
- Assist the Project Coordinator to prepare and implement detailed annual work plans, budgets and result frameworks as endorsed by the Project Director and the EU;
- Assist the Project Coordinator to prepare and submit timely and quality reports to EU and SFD – annual, mid-year and quarterly progress reports, inception report and final report;
- Assist the Project Coordinator to work and oversee team(s) of consultants/experts through planning, implementing, managing, and monitoring the delivery of policies, reports and knowledge products as endorsed by NSC;
- Assist the Project Coordinator in the overall coordination of project activities with related activities both within SFD and EU and other external agencies;
- Assist the Project Coordinator to organise inception workshop, trainings, stakeholder consultations, meetings of the Project Steering Committee, Technical Working Committee and Working Groups, and relevant missions;

Required Skills and Experience

Education:

Post-graduate degree or equivalent in Environmental Science, Environmental/Natural Resource Management, Environmental Economics, Forestry or related discipline.

Experience:

- A minimum of 5 years of progressively responsible experience in forest management and planning including in biodiversity conservation, and environmental policy. Experience in environmental financing and community forestry will be an advantage.
- Demonstrated ability to successfully manage environmental projects, and achieve outcomes and financial targets, including experience in design, monitoring and evaluation of projects activities;
- Knowledge and understanding of the forestry management and planning issues and policy in Sabah, specifically and in Malaysia in general;
- Proven ability to collect, verify and analyse information, and to finish and present work with a high degree of accuracy and technical quality;
- Demonstrated ability to engage with government officials, NGOs, and private sector.
- Demonstrated ability to manage and coordinate large and multidisciplinary teams of experts and consultants, to provide leadership and inspiration and to work in a challenging and complex working environment;
- Excellent writing skills, as well as strong analytical aptitude, communication and presentation skills are required;

Language Requirements:

Excellent verbal and written communications skills in English and Bahasa Malaysia.

(3) ADMINISTRATIVE AND ACCOUNT CLERK

The Project would like to invite a suitably qualified Malaysian, preferably Sabahan, to fill in the post of an Administrative and Accounting Clerk. Only short listed candidates will be notified within 2 weeks after the closing date.

The Administrative and Accounting Clerk will assist the Project Coordinator and the Assistant Project Officer to work closely with the technical assistance team to provide overall project management to the REDD+ Project. The Administrative and Accounting Clerk will report to the Project Coordinator.

Location : Sabah Forestry Department Headquarters, Sandakan, Sabah
Application Deadline : 14-Feb-14
Type of Contract : Service Contract
Languages Required : Bahasa Malaysia and satisfactory English.
Duration of Initial Contract: One year initially, with possibility of renewal
Expected Duration of Assignment : Project duration is 4 years

(4) SITE MANAGER

The Project would like to invite a suitably qualified Malaysian, preferably Sabahan, to fill in the post of a Site Manager. Only short listed candidates will be notified within 2 weeks after the closing date.

Under the supervision of the Project Director and the Project Coordinator at the Sabah Forestry Department (SFD) in Sandakan, the Site Manager will work closely with the District Forestry Officer of Kota Marudu and the technical assistance team to provide overall project management to the Gana REDD+ Project. The Site Manager will report to the Project Coordinator as part of the Project support unit.

Location : Gana Forestry Station, Kota Marudu, Sabah, MALAYSIA

Application Deadline : 14-Feb-14

Type of Contract : Service Contract

Languages Required : English, Bahasa Malaysia

Duration of Initial Contract: One year initially, with possibility of renewal

Expected Duration of Assignment : Project duration is 4 years

1. Duties and Responsibilities

a. Summary of key functions:

-
- Project Administration and Management.
 - Partnership and Resource Mobilization.
 - Monitoring, Reporting & Verification.
 - Technical support.

b. Key functions

1. Manage the administrative and financial requirements, in accordance to EU rules and regulation, and ensure achievement of the project's results and outputs.
2. To facilitate the day-to-day functioning of the project;
3. Manage human and financial resources, with accountability to the Project Coordinator, Project Director and EU, for achieving results in line with the objective, outcomes, outputs and activities outlined in the project document:
4. To prepare and implement detailed annual work plans, budgets and result frameworks as endorsed by the Project Director and the EU;
5. To prepare and submit timely and quality reports to EU and SFD – annual, mid-year and quarterly progress reports, inception report and final report;
6. To work and oversee team(s) of consultants/experts through planning, implementing, managing, and monitoring the delivery of policies, reports and knowledge products as endorsed by NSC;
7. To assist the Project Coordinator on the coordination project activities with related activities both within SFD and EU and other external agencies;

8. To assist the Project Coordinator to organize inception workshop, trainings, stakeholder consultations, meetings of the Project Steering Committee, Technical Working Committee and Working Groups, and relevant missions;

2. Required Skills and Experience

a. Education:

A degree in either Environmental Science, Environmental/Natural Resource Management, Environmental Economics, Forestry or related discipline, in combination with approximately 10 years' of relevant working experience.

b. Experience:

- A minimum of 10 years of progressively responsible experience in forest management and planning including in biodiversity conservation, and environmental policy. Experience in environmental financing and community forestry will be an advantage.
- Demonstrated ability to successfully manage environmental projects, and achieve outcomes and financial targets, including experience in design, monitoring and evaluation of projects activities;
- Knowledge and understanding of the forestry management and planning issues and policy in Sabah, specifically and in Malaysia in general;
- Proven ability to collect, verify and analyze information, and to finish and present work with a high degree of accuracy and technical quality;
- Demonstrated ability to engage with government officials, NGOs, and private sector.
- Demonstrated ability to manage and coordinate large and multidisciplinary teams of experts and consultants, to provide leadership and inspiration and to work in a challenging and complex working environment;
- Excellent writing skills, as well as strong analytical aptitude, communication and presentation skills are required;

c. Other Requirements:

- Excellent verbal and written communications skills in English and Bahasa Malaysia.
- Be able to perform under pressure and meet deadlines.
- Healthy and able to work with minimum supervision.
- Good computer proficiency especially MS Office.
- Good ability to communicate in local language and having a valid vehicle-driving license are advantages.

(5) ASSISTANT SITE MANAGER

The Project would like to invite a suitably qualified Malaysian, preferably Sabahan, to fill in the post of an Assistant Site Manager. Only short listed candidates will be notified within 2 weeks after the closing date.

The Assistant Site Manager will assist the Site Manager to work closely with the District Forestry Officer of Kota Marudu and the technical assistance team to provide overall project management to the Gana REDD+ Project. The Assistant Site Manager will report to the Site Manager.

Location : Gana Forestry Station, Kota Marudu, Sabah, MALAYSIA
Application Deadline : 14-Feb-14
Type of Contract : Service Contract
Languages Required : Bahasa Malaysia and satisfactory English.
Duration of Initial Contract: One year initially, with possibility of renewal
Expected Duration of Assignment : Project duration is 4 years

2. Duties and Responsibilities

a. *Summary of key functions:*

-
- Assisting the Site Manager in Project Administration and Management.
 - Assisting the Site Manager in Partnership and Resource Mobilization.
 - Assisting the Site Manager in Monitoring, Reporting & Verification.
 - Technical support.

b. *Key functions*

1. Assisting the Site Manager in managing the administrative and financial requirements, in accordance to EU rules and regulation, and ensure achievement of the project's results and outputs.
2. Assisting the Site Manager in facilitating the day-to-day functioning of the project;
3. Assisting the Site Manager in managing human and financial resources, with accountability to the Project Coordinator, Project Director and EU, for achieving results in line with the objective, outcomes, outputs and activities outlined in the project document:
4. Assisting the Site Manager in preparing and implementing detailed annual work plans, budgets and result frameworks as endorsed by the Project Director and the EU;
5. Assisting the Site Manager in preparing and submitting timely and quality reports to EU and SFD – annual, mid-year and quarterly progress reports, inception report and final report;

6. Assisting the Site Manager to work with and oversee team(s) of consultants/experts through planning, implementing, managing, and monitoring the delivery of policies, reports and knowledge products as endorsed by NSC;
7. Supporting the Site Manager in assisting the Project Coordinator on the coordination project activities with related activities both within SFD and EU and other external agencies;
8. Supporting the Site Manager in assisting the Project Coordinator to organize inception workshop, trainings, stakeholder consultations, meetings of the Project Steering Committee, Technical Working Committee and Working Groups, and relevant missions;
9. Conducting other appropriate works as directed by the Site Manager.

3. Required Skills and Experience

a. *Education:*

A diploma in either Environmental Science, Environmental/Natural Resource Management, Environmental Economics, Forestry or related discipline, in combination with approximately 5 years' of relevant working experience.

b. *Experience:*

- A minimum of 5 years of progressively responsible assisting experience in forest management and planning including in biodiversity conservation, and environmental policy. Experience in environmental financing and community forestry will be an advantage.
- Good ability in managing environmental projects, and achieve outcomes and financial targets, including considerable experience in design, monitoring and evaluation of projects activities;
- Good knowledge and understanding of the forestry management and planning issues and policy in Sabah, specifically and in Malaysia in general;
- Good ability to collect, verify and analyze information, and also to finish and present work with a satisfactory degree of accuracy and technical quality;
- Good ability to engage with government officials, NGOs and private sector.
- Good ability to manage and coordinate large and multidisciplinary teams of experts and consultants, to provide leadership and inspiration and to work in a challenging and complex working environment;
- Good writing skills, as well as considerably strong analytical aptitude, communication and presentation skills are required;

c. Other Requirements:

- Good verbal and written communications skills in English and Bahasa Malaysia.
- Be able to perform under pressure and meet deadlines.
- Healthy and able to work with minimum supervision.
- Good computer proficiency especially MS Office.
- Good ability to communicate in local language and having a valid vehicle-driving license are advantages.

(6) ADMINISTRATION AND ACCOUNTING CLERK

The Project would like to invite a suitably qualified Malaysian, preferably Sabahan, to fill in the post of an Administrative and Accounting Clerk. Only short listed candidates will be notified within 2 weeks after the closing date.

The Administrative and Accounting Clerk will assist the Site Manager to work closely with the District Forestry Officer of Kota Marudu and the technical assistance team to provide overall project management to the Gana REDD+ Project. The Administrative and Accounting Clerk will report to the Site Manager.

Location : Gana Forestry Station, Kota Marudu, Sabah, MALAYSIA

Application Deadline : 14-Feb-14

Type of Contract : Service Contract

Languages Required : Bahasa Malaysia and satisfactory English.

Duration of Initial Contract: One year initially, with possibility of renewal

Expected Duration of Assignment : Project duration is 4 years

1. Duties and Responsibilities

a. Summary of key functions:

-
- Administering the project staff, office and accommodation.
 - Managing the various accounting aspects of the project.
 - Technical support.

b. Key functions

1. Managing the administrative and financial requirements in accordance to EU rules and regulation.
2. Handling full set of accounts, including generating financial reports, processing invoices, inventory report, and maintenance of fixed assets register.
3. Facilitating the day-to-day functioning of the project office;

4. Assisting the Site Manager in managing human and financial resources, with accountability to the Project Coordinator, Project Director and EU, for achieving results in line with the objective, outcomes, outputs and activities outlined in the project document:
5. Assisting the Site Manager in preparing and implementing detailed annual work plans, budgets and result frameworks as endorsed by the Project Director and the EU;
6. Preparing and submitting timely and quality financial reports to EU and SFD.
7. To conduct other appropriate works as directed by the Site Manager

2. Required Skills and Experience

a. *Education:*

Possessing a good grade in SPM with an acceptable level of certificate in accounting, in combination with approximately 5 years' of relevant working experience.

b. *Experience:*

- A minimum of 5 years of progressively responsible experience in project administration and accounting.
- Reasonable experience in managing project staff and accommodation.

c. *Other Requirements:*

- Good verbal and written communications skills in Bahasa Malaysia.
- Be able to perform under pressure and meet deadlines.
- Healthy and able to work with minimum supervision.
- Good computer proficiency especially MS Office.
- Good ability to communicate in local language and is an advantage.

(7) FIELD SUPERVISOR (2 posts)

The Project would like to invite a suitably qualified Malaysian, preferably Sabahan, to fill in the post of a Field Supervisor. Only short listed candidates will be notified within 2 weeks after the closing date.

The Field Supervisor will assist the Site Manager to work closely with the District Forestry Officer of Kota Marudu and the technical assistance team to provide overall project management to the Gana REDD+ Project. The Field Supervisor will report to the Site Manager.

Location : Gana Forestry Station, Kota Marudu, Sabah, MALAYSIA

Application Deadline : 14-Feb-14

Type of Contract : Service Contract

Languages Required : Bahasa Malaysia and satisfactory English.

Duration of Initial Contract: One year initially, with possibility of renewal

Expected Duration of Assignment : Project duration is 4 years

1. Duties and Responsibilities

a. Summary of key functions:

-
- Field planning, implementation, management and control.
 - Field monitoring, reporting and verification.
 - Safekeeping and recording of all project tools and equipments.
 - Technical support.

b. Key functions

1. To conduct effective field planning, implementation, management and control to ensure achievement of the project's results and outputs.
2. To conduct good field monitoring, reporting and verification;
3. To conduct safekeeping and recording of all project tools and equipments:
4. To provide various field technical support to the project staff and the village workers.
5. To conduct other appropriate works as directed by the Site Manager.

2. Required Skills and Experience

a. Education:

At least with a SPM, with a suitable certificate in forestry or agriculture from local institution, in combination with approximately 5 years' of relevant working experience.

b. Experience:

- A minimum of 5 years of progressively responsible assisting experience in forest management and planning including in biodiversity conservation, and environmental policy. Experience in environmental financing and community forestry will be an advantage.
- Good ability in managing field environmental projects, and achieve outcomes and financial targets, including considerable experience in design, monitoring and evaluation of projects activities;

c. Other Requirements:

- Good verbal and written communications skills in Bahasa Malaysia and satisfactory English.
- Be able to perform under pressure and meet deadlines.
- Able to work in harsh field condition.
- Healthy and able to work with minimum supervision.
- Good computer literacy especially MS Office.
- Good ability to communicate in local language and having a valid motorcycle driving license are advantages.

(8) DRIVER

The Project would like to invite a suitably qualified Malaysian, preferably a Sabahan, to fill in the post of a Driver. Only short listed candidates will be notified within 2 weeks after the closing date.

The Driver will assist the Site Manager to work closely with the District Forestry Officer of Kota Marudu and the technical assistance team to provide overall project management to the Gana REDD+ Project. The Driver will report to the Site Manager.

Location : Gana Forestry Station, Kota Marudu, Sabah, MALAYSIA
Application Deadline : 14-Feb-14
Type of Contract : Service Contract
Languages Required : Bahasa Malaysia and satisfactory English.
Duration of Initial Contract: One year initially, with possibility of renewal
Expected Duration of Assignment : Project duration is 4 years

1. Duties and Responsibilities

a. Summary of key functions:

- Driving and maintaining the project vehicle.
- Maintaining the general condition of the project office and accommodation.
- Reporting.

b. Key functions

1. To drive the project vehicle safely to destinations approved by the Site Manager.
2. To maintain the functionality and cleanliness of the project vehicle.
3. To service the vehicle regularly and repair when necessary.
4. To report vehicle usage of fuel and lubrication, and keep the POL safely.
5. To keep the vehicle safety since vehicle loss or intentional breakdown will usually be attributed to the driver.
6. To assist in maintaining the general condition of the project office and accommodation.
7. To conduct other appropriate works as directed by the Site Manager

2. Required Skills and Experience

a. Education:

Candidate must possess at least a PMR and a valid vehicle driving license in combination with approximately 5 years' of relevant working experience.

b. Experience:

- A minimum of 5 years of driving safely in highway and earth roads.
- Able to drive safely in rough and dangerous terrains conditions.
- Possess mechanical skill to repair simple breakdown.
- Knowledge in vehicle mechanical and electronic systems.

c. Other Requirements:

- Good communication skill in Bahasa Malaysia, satisfactory English and local language.
- Healthy and able to drive long journeys.
- Able to work with minimum supervision.
- Satisfactory computer proficiency especially MS Office
- Able to assist on the daily maintenance of the project office and accommodation.