

Job Opportunity

Regional Manager for South East Asia

We are seeking a motivated, organised, and experienced professional to take the senior role of Regional Manager for the Proforest Group to help manage a period of growth and change as well as overseeing the day to day operations in the South East Asian region.

The Proforest Group combines a commercial consultancy division and a registered charity (The Proforest Initiative) and the successful candidate would bring experience to support both from our office in Malaysia.

The main responsibilities will include developing and implementing a strategy for the region, managing regional project delivery and business development, as well as other core tasks including managing administration and support functions, supporting the management team in maintaining healthy finances for the group, and supporting the charity with wider programme development.

About Proforest

Proforest is a world leader in supporting the sustainable management and use of natural resources including forestry, oil palm, soy, sugar, coffee, beef and other agricultural commodities. Proforest works throughout the supply chain, supporting growers and governments in producing countries across Asia, Africa and South America in implementing more sustainable practices, while also working with the buyers, manufacturers and retailers to help them understand their supply chains better and source from more sustainable producers.

This is a complex task, often in a challenging environment. We have worked in over 40 countries in the last ten years, undertaking projects that range from support for smallholders, communities and forest-dependent people to long-term programmes with major multinational brands. We focus on the opportunities for conservation and social benefits within the production landscape, and never lose sight of the need for pragmatic and workable practices.

Proforest is a not-for-profit organisation comprising both a company and a charity with headquarters in the UK and offices in Malaysia, Brazil and Ghana. Our staff are from many different countries and cultures and the successful candidate must be able to work with people from a wide range of different backgrounds and cultures. The working language of the company is English but fluency in one or more other languages is a major advantage.

Position summary

Based in Kuala Lumpur, Malaysia the position is an exciting opportunity to take a senior role to drive the implementation of Proforest's programmes in South East Asia and be responsible for the day to day

operations of our Malaysian team and office. Proforest is a growing organisation so the role requires a dynamic and adaptive individual that can manage change.

Main functions and responsibilities

- Liaise with the management team, including the Operations Manager, to develop and implement operations and strategic plans in line with Proforest's long term plans;
- Lead and coordinate the operations of Proforest office and personnel in Malaysia, including financial management;
- Lead fund-raising activities and efforts for the Proforest Initiative's programmes in the region.

Other duties and responsibilities:

- Support project planning and delivery in the South East Asia Region;
- Support business development for Proforest in South East Asia;
- Managing the regional administration and support functions.

Qualifications, Experience, Qualities

Essential Qualifications and Experience:

- A minimum of 10 years relevant international work experience (in forestry, agriculture, natural resources management, conservation, development, certification and/or environmental management)
- Experience of business planning and reporting, budgeting and team management: in the private and/or not-for-profit sector
- Proven qualifications and experience in project management and programme planning and monitoring (experience of multiple-source funding of global programmes particularly useful)
- Proven ability to manage organisational change and growth
- Experience of facilitating meetings and negotiations

Essential Skills:

- Strong project and programme management skills (including excellent time-management, problem-solving and organisational abilities)
- Ability to see the big picture and prioritise actions and tasks
- Highly developed interpersonal and team working skills
- Excellent verbal and written communication skills in English
- Proven ability to multi-task and operate in a multi-cultural environment
- Strong leadership and facilitation skills

Highly desirable:

- Qualifications or experience in disciplines related to Proforest core business (agriculture, natural resources management, social sciences, economics, environmental science), preferably working in developing countries

- Experience and/or knowledge related to sustainability standards, auditing, and certification, in the context of natural resource management (forestry, agriculture, fisheries, REDD+)
- Relevant international work experience (preferably in forestry, agriculture, natural resources management, conservation, development, certification and/or environmental management)
- Fluency in a second language
- Qualifications in disciplines related to Proforest core business (agriculture, natural resources management, social sciences, economics, environmental science)
- Experience in designing, implementing and reviewing quality management systems
- A clear understanding of environmental and social sustainability issues affecting the agricultural commodities and forestry sectors in South East Asia
- Practical experience working in South East Asia

Salary

Salary and benefits commensurate with experience

To apply

Send your application, including a CV and covering letter to personnel@proforest.net or by post to:

Jose Castro

Operations Manager | Proforest

South Suite | Frewin Chambers

Frewin Court | Oxford OX1 3HZ

United Kingdom

Application Deadline: Friday 23rd of November 2012

Proforest is an equal opportunities employer.