

## **Timber Regulation Enforcement Exchange – Asia Pacific coordinator**

Forest Trends seeks a consultant to support its Timber Regulation Enforcement Exchange (TREE) Program in the Asia Pacific region.

The consultant will be responsible for a unique body of work that aims to support robust consistent enforcement of legislative initiatives to combat the global trade in illegally harvested wood products. The Asia Pacific TREE project focuses on the six countries in the region: Japan, S. Korea, China, Vietnam, Indonesia and Thailand. The consultant will work with government agencies, the wood products industry in the six countries as well as other international experts on policy development, implementation and enforcement processes for “demand side” legislation in the USA, EU and across the Asia Pacific region. He/she will explore and analyze trade trends as well as working with synergies between this program and policy work done by FT and partners in timber producing countries.

The contract requires a self-starter with experience leading a work program, setting ambitious objectives and delivering in a timely management. The person should have experience with supply chain management, risk assessment, due diligence systems, and market dynamics and can prioritize competing demands, meet deadlines, and work effectively alone and in cooperation with others. Excellent attention to detail, communications and time management skills, and ability to leave ego at the door are essential.

The workplan envisioned is 6-10 days per month on a competitive international daily rate, commensurate with skills and experience. Significant travel within the Asia Pacific region will be required. Additional work, focusing on research of trade trends, commodity chain analysis, and/or risk assessment of high-risk trade flows may be added, commensurate with skills and availability.

### **Responsibilities:**

#### **1. Lead the TREE Asia Project**

- Develop an ambitious workplan for delivery in consultation with FT staff and consultants.
- Liaise regularly with existing FT staff and consultants working in US, UK, Vietnam, Thailand and Japan.
- Liaise regularly with Government, private sector and NGO representatives in each of the 6 focus countries.
- Follow policy development and implementation processes in each of the focus countries, make regular verbal reports to Forest Trends TREE team in order to facilitate coordination between existing TREE network and growing Asia Pacific network.
- Report quarterly on developments in the 6 focus countries and any other relevant regional initiatives focused on tackling the trade in illegally harvested timber and forest products.
- Set up and support study tours of Asia Pacific stakeholders in the EU, USA and Australia, as well as in the AP region where necessary.
- Explore opportunities to engage other Governments in the Asia Pacific Region – for e.g. Malaysia, the Philippines, India – with the TREE work program.

#### **2. Manage Event Planning and Participation**

- Lead on agenda planning and logistics (meals, registration, travel and visa arrangements, etc.), for FT-supported TREE events in the region, in collaboration with FT staff.
- Participate in other TREE and Asia Pacific regional meetings, representing Forest Trends
- Coordinate outreach to participants both prior to, and after, international and domestic events, workshops and study tours.
- Identify relevant speakers for TREE meetings, brief them on target audience and review speaker presentations

- Keep track of budget

### **3. Research and Editing**

- Assist in writing of policy briefs and reports.
- Identify opportunities for ground-breaking / innovative research relating to the trade in il/legally harvested timber in or with the Asia Pacific region.
- Undertake new research in cooperation with FT staff

### **4. Communications**

- Communicate with regional partners and ensure that TREE and FT are recognized for their work.
- Support the preparation of responses to requests for information from external partners.

### **Ideal qualifications**

1. Existing knowledge of the implementation of the US Lacey Act, EU Timber Regulation and/or Asian demand side legislation, risk assessment and supply chain management from researcher, industry or government perspective.
2. Must be fluent in English. Fluency in additional languages is preferred.
3. Based in the Asia Pacific region and willing to travel
4. Completion of at least 4 years college-level education, preferably in economics, business administration, geography or related social science, preferably combined with 2-3 years of relevant professional experience. Candidates without a relevant degree should have at least 5 years of relevant professional experience, strategic conference planning and exceptional writing skills.
5. Exceptional organization and planning skills, with attention to meticulous detail.
6. Strong and demonstrated writing and research skills; knowledge of trade statistics, trade policy preferred.
7. Ability to prioritize competing demands and projects in both short and long term.
8. Initiative and ability for self-directed, independent work
9. Excellent communications skills:
  - i. Ability to write clear, concise, and grammatically correct content for outreach and reporting.
  - ii. Ability to edit and summarize text written by others, to make complex text more accessible without compromising message and content.
10. Exceptional interpersonal skills, comfortable liaising with diverse array of collaborators from across the globe and ability to sense and convey contextually appropriate tone and style for formal and informal communication to individuals from various cultural backgrounds.

### **To Apply**

Please send a resume, cover letter and short (1-2 pages maximum) writing sample to [cv@forest-trends.org](mailto:cv@forest-trends.org). The subject line of the email must read: "TREE Asia Pacific Coordinator".

Applications will be accepted immediately and until August 1, 2019. Interviews conducted on a rolling basis. Apply early. Only applicants selected for interviews will be contacted.