



Call for Applications:

Enterprise Development and Sustainable Markets Specialist

I. Background

Forest Foundation Philippines is looking for an Enterprise Development and Sustainable Markets Specialist to assist in the execution of its 2017-2022 Results Framework. The main task of the Specialist is to provide technical leadership and programmatic support for the identification and development of community enterprises and marketing options of partners and stakeholders in the foundation's focal landscapes.

The work will be under the direction of the Executive Director, with the majority of work performed in collaboration with the members of the Program Unit.

The work will be through a consultancy, output-based, with a fixed term, and is subject to renewal. Compensation will be commensurate to the qualifications, expertise and work experience of the candidate. Working hours are flexible (in order to meet the needs of the position) and will require some weekend and evening assignments.

II. Tasks and Responsibilities

1. Assist focal area based partners and stakeholders, and the Foundation in organizing livelihood projects and community enterprises to ensure vertical and horizontal linkages among key players in the segments of the value chain;
2. Assist in building the capacity of proponents, project holders, and the Program Unit to develop and prepare sustainable livelihood capital assets based business plans by providing guidance in the preparation of marketing strategies or marketing plans;
3. Assist the Program Unit and focal area partners in the conduct of the business planning or enterprise integration workshops to develop viable business plans and other strategies to enable funding and support for enterprises at the focal landscapes;
4. Provide technical advice on enterprise operations and management to the Program Unit, partner organizations and other stakeholders of enterprises established in the focal landscapes;
5. Participate in the strategic planning, monitoring and evaluation of projects with a sustainable livelihoods component;
6. Assist in market promotion and dissemination of relevant market information in support to focal area enterprises; and
7. Perform other functions as assigned by the Executive Director.

III. Competencies and Success Factors Required

To perform the job successfully, the candidate should demonstrate the following competencies:

Development and Operational Effectiveness

1. Strong knowledge of the environment and local governance policy;
2. Ability to work from the grassroots to senior government level;
3. Ability to integrate gender and social inclusion issues in all aspects of work; and
4. Capacity to adapt policies, approaches, and models on natural resource management and governance to existing realities and emerging needs in the Foundation's focal landscapes, including translating practice principles into effective program interventions in the field.

Management and Leadership

1. Focuses on impact and results for the Foundation's stakeholders, responds positively to critical feedback and can provide critical feedback diplomatically;
2. Builds strong relationships with project holders and stakeholders, has the capacity to interact with senior officials and influence senior decision makers;
3. Shows very good conflict resolution skills;
4. Ability to formulate work plans, effectively supervise contracted personnel, and conduct thorough quality control;
5. Consistently approaches work with energy and a positive, constructive attitude; and
6. Remains calm, in control and good humored even under pressure.

Knowledge Management and Learning

1. Proactively shares knowledge and experience and encourages/promotes the learning of others;
2. Should possess very strong analytical skills;
3. Should have skills in communication, facilitation and dialogue; strong capacity to work in a multi-partnerships environment involving all key stakeholders in a common platform;
4. Should be a good team builder and network professional; and
5. Should be capable of informed and transparent decision making.

Organizational Effectiveness

1. Demonstrates commitment to the Foundation's vision, mission, values and ethical standards; and
2. Displays cultural, gender, religion, nationality and age sensitivity and adaptability.

IV. Requirements

The following certifications, skills, competencies and experiences are required for this position:

1. At least three years of relevant professional experience in agribusiness, agricultural economics, marketing, business administration, entrepreneurship, tourism and related fields (Masters degree is an advantage);
2. Demonstrated experience in preparing marketing strategies and marketing plans;
3. Demonstrated experience in SME marketing and market development of agricultural and forest-based products;
4. Demonstrated experience in networking or linking with private sectors groups, producers group, marketing groups and government agencies;
5. Considerable knowledge of sound business procedures, including business financing, human resources, and sales and marketing;
6. Understanding of financing options for business start-ups and business expansions;
7. Strong analytical and operational knowledge of Social Enterprises;
8. Strong skills in using financial analysis computer programs;
9. Strong interpersonal skills;
10. Ability to communicate effectively in oral and in writing, work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sector;
11. Advanced proficiency in MS word, excel, and powerpoint; and
12. Physically fit, able and willing to travel and engage with partners and stakeholders in the Foundation's focal landscapes.

V. Application:

To apply for the position, kindly send the following to admin@forestfoundation.ph on or before June 30, 2019:

1. Curriculum Vitae, with three character references;
2. Letter of application, addressed to Atty. Jose Andres Canivel, Executive Director; and
3. Relevant attachments, such as certifications and others.

Only shortlisted applicants will be contacted by the Foundation.

VI. More Information

For more information, please send an e-mail to admin@forestfoundation.ph.