

Call for Project Coordinator (AFCLIM-TL)

Deadline for Application	:	10 October 2025
Job Title	:	Project Coordinator for AFCLIM-TL
Duration of Appointment	:	24 months <i>*Expected Date for Entry on Duty: 1 November 2025, or as soon as possible</i>
Indicative Annual Gross Salary	:	EUR 66,000 – 72,000 per year (gross), including housing and insurance, depending on qualifications and experience.
Duty Station	:	Dili, Timor-Leste (with required travel within Timor-Leste and occasionally to the Republic of Korea (AFoCO Secretariat) and partner countries)

Organizational Setting

Asian Forest Cooperation Organization (AFoCO) is an inter-governmental organization currently embracing sixteen (17) countries in Asia. AFoCO aims to strengthen regional cooperation by transforming proven technology and policies into concrete actions in the context of sustainable forest management to address the impact of climate change.

Funded by European Union, the "Unlocking the Potential of Agroforestry for Climate Resilience and Sustainable Development in Timor-Leste (AFCLIM-TL)" project is a multi-partner initiative led by a consortium comprising the AFoCO, the World Agroforestry Centre (ICRAF), and the International Union for Conservation of Nature (IUCN). This comprehensive project aims to strategically integrate agroforestry solutions into national frameworks for climate change adaptation and mitigation, fostering sustainable livelihoods, and enhancing environmental conservation across Timor-Leste. The AFoCO Secretariat is seeking a qualified candidate for the post of project coordinator who will take a role responsible for implementation of the AFCLIM-TL and also other activities for AFoCO.

Project Description

Project Objectives: Increase climate-resilient livelihoods, landscape sustainability and climate change mitigation and adaptation synergy through the development of the agroforestry sector in Timor-Leste.

Specific Objectives (SOs)

- SO1: Country-wide climate vulnerability and agroforestry potentials properly mapped for gender-responsive national strategy on climate change adaptation and mitigation.
- SO2: Sustained agroforestry landscapes for climate resilience and green development under inclusive governance.
- SO3: Established climate-resilient communities through agroforestry practices and business enterprises for women, men and young farmers.
- SO4: Integrated and effective knowledge sharing platform on agroforestry best practices, sustainable landscape planning, and MEL

Duties and Responsibilities

Under the overall guidance of the Project Steering Committee and direct supervision of the designated division director (if applicable) within the lead organization, the Project Coordinator (AFCLIM-TL) will lead the overall planning, execution, and successful delivery of the AFCLIM-TL project. This role also involves acting as a key liaison, facilitating networks, and providing assistance to implement and develop other AFoCO projects in Timor-Leste, ensuring strong synergy between country-level activities and the AFoCO Secretariat's broader goals:

1. Project Leadership for AFCLIM-TL

- Lead the planning, budgeting, and high-quality implementation of all AFCLIM-TL activities across its three Strategic Objectives.
- Ensure the project adheres to the work plan, budget, and donor requirements, with a strong focus on gender responsiveness and community participation.
- Facilitate seamless collaboration among consortium partners (AFoCO, ICRAF, IUCN). Build and maintain strong working relationships with national government entities, local authorities, communities, and other key stakeholders in Timor-Leste.
- Diligently manage project finances, including budget oversight and expenditure tracking, ensuring compliance with organizational and donor regulations. Oversee administrative aspects, procurement, and contracting.
- Implement a robust monitoring and evaluation system, prepare timely and high-quality project reports, and facilitate knowledge sharing and adaptive management.

2. Network Facilitation & AFoCO Representation

- Serve as a primary contact point between the AFoCO Secretariat and relevant stakeholders in Timor-Leste.
- Actively facilitate networks to identify, cultivate, and explore opportunities for new and existing AFoCO projects and initiatives in the country.
- Provide support and technical assistance to the AFoCO Secretariat in developing new fundable projects aligned with its Strategic Plan, drawing on in-country knowledge and networks.

3. Other Matters

- Perform other duties as may be assigned by the Executive Director of AFoCO, consistent with the incumbent's qualifications and the needs of the organization.

Requirements

1. Education

- Master's degree or higher in Forestry, Agroforestry, Environmental Science, Natural Resource Management, Rural Development, Climate Change, International Development, or a closely related field.

2. Work Experience

- A minimum of five (5) years of progressively responsible professional experience in project management or related activities, preferably within the context of international development projects.

- Experience within international organizations, government bodies, research institutes, or non-profit sectors is highly desirable.

3. Languages

- Fluent oral and written communication skills in English are required.
- Advanced level of multilingual skill other than English and mother tongue is an asset, especially for official languages spoken in Timor-Leste or the Republic of Korea.

4. Others

- Applicant should have no difficulties in starting work immediately upon appointment.
- Applicants who are nationals of countries where they have military obligations should submit military service information proving that they have no limitation on their ability to perform duties assigned during their appointment period.

Assessment Method

Evaluation of qualified candidates will include a preliminary review of application documents, which may be followed by a competency-based oral interview in English.

Only shortlisted candidates will be notified of the result of the preliminary evaluation and the subsequent schedule of the oral interview by email. If any changes occur, all applicants will be informed beforehand by email.

How to Apply

Candidates whose qualifications and experience match the requirements for these positions may submit their application documents as listed below by **10 October 2025**:

1) Personal history profile

(Submit a scanned copy with signature, using a form attached as **ANNEX-1**);

2) Curriculum Vitae (Any format); and

3) Consent for Use of Personal Data

(Submit a scanned copy with signature, using a form attached as **ANNEX-2**).