

Assistant Forest Manager - TOR

Position Description

The mission of the Iwokrama International Centre for Rain Forest Conservation and Development (Iwokrama) is to promote the conservation and sustainable and equitable use of tropical rainforests in a manner that will lead to lasting ecological, economic and social benefits to the people of Guyana and to the world in general, by undertaking research, training, and the development and dissemination of technologies. The focus for the implementation of this mission is the conservation, management, and sustainable development of the 371,000 ha Iwokrama Forest.

Integral to the promotion of conservation and sustainable and equitable use of tropical rainforests is the establishment of a sustainable timber operation that demonstrates best practice through FSC endorsed certification and conformity to national and international guidelines.

The Assistant Forest Manager will be responsible for, but not limited to the following activities under the direction of the Forest Manager. The Assistant Forest Manager will report directly to the Forest Manager. The Assistant Forest Manager must be proficient in the use of Microsoft Word and Excel Programs. Some proficiency in Arc View GIS would be an asset.

1) Overall supervision and coordination of the IIC timber operation to ensure complete compliance with the Annual Plan of Operations (AOP), including the supervision and coordination of all Forestry staff, trainees, interns, volunteers and FFS contractor's activities:

- Selection of annual harvest areas;
- Pre-harvest inventories;
- Tree selection and marking;
- Road, skid trail and log market location, layout and construction;
- Harvest planning maps;
- Compliance with FSC guidelines, GFC Code of Practice and RIL procedures;
- Correct and consistent use of tree tracking tags and log numbering;
- Log scaling and correct completion of operations production sheets;
- Compliance with the Environmental Permit;
- Compliance with operational health and safety practices.

2) Completing and submitting the AOP in a timely manner

3) Overall responsibility for maintaining the operations production data base;

4) Assist the Forest Manager to coordinate pre-harvest and post-harvest forest inventory activities and maintenance of related databases;

5) Assist the Forest Manager with the annual review and revision of the Environmental and Forestry Management Plan (5-year plan);

- 6) Assist the Forest Manager with development of annual harvesting plans;
- 7) Assist the Forest Manager with the preparation of monthly production reports;
- 8) Assist the Forest Manager and other staff with maintenance of forest certification of the Iwokrama Forest;
- 9) Assist with coordination of periodic inspection visits by appropriate authorities (GFC, EPA, FSC, etc.)
- 10) Participate, as required, in Iwokrama's forest impact monitoring programs;
- 11) Participate, as required, in Iwokrama's training programs;
- 12) Assist in community capacity building in forestry-related areas.
- 13) Assist in various related activities from time to time as prescribed by the Forest Manager
- 14) Represent Iwokrama at various related events and meetings,

Work Relations

The Assistant Forest Manager would work under close mentorship of the Forest Manager, with the intention of taking on the responsibility of Forest Manager in time. (S)He would also be required to coordinate over-lapping monitoring activities with the Monitoring Manager.

Selection Criteria

The position requires at least a Diploma in Forestry with at least 4 years experience in the field oriented position or a First Degree in Forestry with at least 3 years experience in a field-oriented position. The suitable candidate must demonstrate the capacity to learn, and to take a holistic view of a tropical rain forest. He/she must demonstrate a working knowledge of the guidelines as prescribed by various agencies governing timber operations including but not limited to the GFC and the EPA. Experience in and knowledge of the FSC certification process will be an asset. The suitable candidate will be considered for a management level position within the organization, and as such, must also demonstrate the capacity for leadership and decision-making. Ability to represent an organization and work within a multicultural setting, especially with local communities, would be a distinct asset.

Remuneration & Conditions

The contract period for this position is one year in the first instance. The position has a 22.5% gratuity in lieu of pension benefits, 20 days vacation; and a base salary depending on qualifications and experience). **This is a field-based position**, requiring the candidate to spend at least three weeks of every month in the field, with one week of turn around.

Application deadline: 31st March, 2021

Please send applications to: rragoobeer@iwokrama.org.