

INTERNATIONAL TROPICAL TIMBER ORGANIZATION (ITTO)

VACANCY ANNOUNCEMENT No. 94

(DEADLINE FOR APPLICATION: 11 July 2025, 17:00hrs JST)

Position/Title	Level (Grade)	Duty Station	Date for Entry on Duty	Duration of Assignment
PROJECTS MANAGER (Forest Management)	P3*/	YOKOHAMA, JAPAN	1 October 2025	FIXED TERM: TWO YEARS (RENEWABLE)

1. DUTIES AND RESPONSIBILITIES

Under the direction of the Director for Forest Management Division, assist in:

- Programmatic and financial management of projects related to tropical forest resources and activities related to their sustainable management and use.
- Assessment of project and pre-project proposals submitted by Member Countries, monitoring of projects under implementation, and evaluation of completed projects and assessment of their impact in accordance with ITTO project manuals and policy guidelines.
- Provision of advice to Member Countries on matters in the field of Reforestation and Forest Management.
- Contributing to the development/update of ITTO policy guidelines and other working documents.
- Preparing various reports and presentations on the work of the Organization in Reforestation and Forest Management.
- Analyzing overall forest activities in Member Countries and closely liaising with ITTO points of contacts and other forest development partners.
- Promoting ITTO in Member Countries and relevant forums with a view to generating new opportunities for the organization.
- Contributing to the development of new project ideas and fund-raising activities.
- Undertaking outreach activities by promoting the dissemination of the findings and results of projects and pre-projects supervised by the Forest Management Division.
- Preparation for and reporting to the Committee on Reforestation and Forest Management (CRF) and the International Tropical Timber Council (ITTC).
- Representing ITTO in seminars, workshops, conferences and other international meetings of relevance to ITTO's objectives and priorities as needed.
- Performing any other duties as mandated by the Executive Director or Director of the Forest Management Division.

*/ The Executive Director reserves the right to make this appointment at a lower level than advertised.

2. **QUALIFICATIONS AND EXPERIENCE**

- Be a national of an ITTO Member Country. Please consult the [ITTO webpage](#) to ensure that your country is a member.
- Relevant university degree, preferably with post-graduate qualification.
- More than eight years of relevant professional experience working on tropical forestry and natural management issues, with an emphasis on the African region.
- Experience managing forest related field projects in the tropics.
- Excellent verbal and written skills.
- Proven ability to work within a team environment.
- Solid language skills in both English and French, spoken and written. Additional ability to communicate in Spanish is advantageous.

3. **SALARY**

ITTO offers salaries and allowances based generally on the United Nations system. Appointments are subject to the Staff Regulations and Rules of the Organization.

4. **APPLICATION**

Written applications including a cover letter explaining how the candidate meets the required qualifications, a completed United Nations Personal History Form (Form P.11) and additional supporting materials related to the job qualifications should be received at ITTO headquarters **by 17:00hrs JST, 11 July 2025**. Please send your application to oed@itto.int.

Qualified women are particularly encouraged to apply. Candidates should note that the official ITTO retirement age is 65.

Please note that only applicants who are short-listed will be contacted.

ABOUT ITTO

The International Tropical Timber Organization (ITTO) is an intergovernmental organization promoting the sustainable management and conservation of tropical forests and the expansion and diversification of international trade in tropical timber from sustainably managed and legally harvested forests. ITTO develops internationally agreed policy guidelines and norms to build capacity in all aspects related to sustaining and conserving tropical forests and encouraging sustainable trade and industry. It assists tropical member countries to adapt such guidelines and norms to local circumstances and to implement them in the field through projects. In addition, ITTO collects, analyzes and disseminates data on the production and trade of tropical timber and promotes sustainable tropical timber supply chains.

ITTO is an action and field-oriented organization with more than 35 years of experience. It has funded and assisted in the implementation of more than 1200 projects, pre-projects and activities addressing the many aspects of SFM, such as forest restoration; wood-use efficiency; integrated fire management; market intelligence and transparency in the tropical timber trade and tropical timber supply chains; forest law enforcement and governance; illegal logging; biodiversity conservation; climate change mitigation and adaptation; non-timber forest products and environmental services; and the livelihoods of forest-dependent communities. All projects are funded by voluntary contributions. ITTO is headquartered in Yokohama, Japan and currently has a membership of 75 countries, plus the European Union, which together represent about 90 percent of world trade in tropical timber and over 80% of the world's tropical forests.

For more information about ITTO please consult our website: www.itto.int

Contact Details:

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