

JOB DESCRIPTION

Programme Assistant - Bamboo Standards and Trade Development

The position is with Prosperity Initiative (PI), however the role will be based with one of our partners, the International Network for Bamboo and Rattan (INBAR) in Beijing, China as part of a programme to share and develop knowledge about the Bamboo industry

THE PROGRAMME

The program, run by Fredskorpset is

The four partners in the program are:

- Prosperity Initiative, Vietnam
- Prosperity Initiative, Laos
- International Network for Bamboo and Rattan, Beijing, China
- Cane Bamboo Technology Centre, Guwarhati, India

The role of Programme Assistant - Bamboo Standards and Trade Development will involve being placed in Beijing for 10 months, working in the INBAR offices developing standards within the Bamboo industry. The role will commence with a 3 week training course in Thailand, followed by a 10 month placement in Beijing, after which the individual will return to the PI office in Hanoi and manage a series of knowledge transfer events.

The following is the timeline and locations you will work in:

1. 1 month (October 2010): Fredskorpset run Training Course: Songkhla, Thailand - Learn about the programme you are embarking on
2. 10 months (November 2010 to August 2011): INBAR Beijing Office with regular travel within China where required.
3. 1 month (September 2011): Prosperity Initiative, Hanoi, Vietnam - Knowledge Transfer to PI team on years learning's

ORGANISATION OVERVIEW

Prosperity Initiative (PI) is an UK-registered international organisation set-up to help develop the bamboo sector for the benefit of business, farmers, and others in the industry in partnership with government partners in the region. Mekong Bamboo is PI's flagship programme which aims to support the development of a sustainable world class bamboo industry in the region that alleviates poverty, and creates widespread economic benefits by creating value for all actors across the supply chain

The objectives of the Mekong Bamboo Programme are to:

- Support business interests and investors in the highest value-added areas of the bamboo industry to maximise value adding and sustainable utilisation of bamboo resources;
- Support governments to enhance the policy environment in support of a vibrant value-added industry for farmers, workers and businesses;
- Support bamboo growing communities seeking to better manage and maximise returns from their bamboo resources and to help them gain access to higher value consumers/processors of raw bamboo materials.

Our experienced team in Viet Nam, Lao PDR and Cambodia, our new staff and technical partners from the leading industry in China, and our partnerships in India enable us to bring considerable expertise and knowledge to support our business and government partners in this region.

Our work brings together players across bamboo supply chains creating new possibilities through new technologies, ideas and practices - enabling new bamboo business opportunities and solutions for investors, businesses and government partners.

International Network for Bamboo and Rattan (INBAR), China is an intergovernmental organization dedicated to improving the social, economic, and environmental benefits of bamboo and rattan. INBAR is established by treaty deposited with the United Nations and sovereign states can become members. There are at present 34 member states.

INBAR is headquartered in Beijing, China and has about 40 staff based in Beijing. There are smaller regional offices in Delhi, India; Quito, Ecuador and Kumasi, Ghana with about 4 staff each.

Funds are coming from membership fees from the member countries, contributions from the government of China, and from project based grants from the Common Fund for Commodities, European Union, International Fund for Agricultural Development, Blue Moon Fund, and some corporate sponsors for specific activities.

The objective of INBAR is to improve the well-being of the producers and users of bamboo and rattan within the context of a sustainable bamboo and rattan resource base by: consolidating, coordinating and supporting strategic and adaptive research and development; disseminating essential knowledge on the increasing number of ways in which bamboo and rattan can be applied to poverty reduction and sustainable natural resource management; assisting in bringing about successful development interventions through trade policy, statistical compilation, standard setting and direct community-based interventions.

In order to implement this, there are three main thematic programmes - Environmental Sustainability, Livelihoods and Economic Development and Trade Development, with four technical programmes - Global Bamboo Housing Program, Global Marketing Initiative, Global Rattan Program and the Non-timber Forest Products Partnership Programme, all supported by the Public Awareness, External Relations and Networking and Partnership Units.

KEY RESPONSIBILITIES

- Develop technical expertise on bamboo products standards, in particular for construction and draft standards in cooperation with team at INBAR, Chinese research institutes in Beijing, relevant Chinese universities and private sector representatives;
- Coordinate with standards - organisations from industry, national organisations and the International Standards Organisation to initiate submission of standards for the eventual adoption by the ISO or at national levels.
- Do field studies at Chinese processing factories and industries to understand the market and the technical specifications needed for the development of standards.
- Analyse trade statistics and trends for bamboo and rattan and publish for INBAR website updated analysis, interesting trends that are of importance to the development of the sector world wide
- Do research on existing national standards in China on bamboo related products

KEY LEARNINGS

- The process to develop international standards for Bamboo and rattan and the importance of such standards on a growing industry
- Specific existing Bamboo products standards
- Learn how to analyse and research trade trends in the sector which are of importance to the private sector

SUPERVISORY AND WORKING ENVIRONMENT

Team: Trade and Standard Development

Line Manager: Immediate on site line manager from INBAR, Andrew Benton. As a Prosperity Initiative employee you will report to Victoria Parkinson and maintain regular contact.

Workstation: INBAR Beijing Office with regular travel within China where required.

KEY CHARACTERISTICS

	Essential	Desirable
Experience/ Education	<ul style="list-style-type: none"> University education: at least bachelor’s degree in relevant discipline (business studies, trade, forestry, etc. At least 2 years experience working with the private sector Interested in business development, technologies 	<ul style="list-style-type: none"> Working knowledge of Bamboo Knowledge on development of industry standards preferred.
Skills/ Competencies	<ul style="list-style-type: none"> English language skills: able to communicate, write and read. Computer Literate 	<ul style="list-style-type: none"> Experience in China, Laos or Cambodia Fluent in Chinese is an advantage
Personal qualities	<ul style="list-style-type: none"> Belief in the importance of markets as a leading solution to poverty Is 35 or younger Willingness to relocate to Beijing, China for 10months Strong commitment to an output and performance-based working style Willingness to travel occasionally in remote areas. Outgoing personality able to work with different people from private and public sector Flexible and interested in working within different culture 	

TERMS AND CONDITIONS

- Full time, fixed term 12 month contract (subject to three-month probationary period). Extendable subject to satisfactory performance.

CLOSING DATE: August 1st 2010

JOB START DATE: 25th September 2010

HOW TO APPLY

Please email a CV and cover letter to: recruitment@pi-email.org

The subject line of your email must be: “Programme Assistant - Bamboo Standards and Trade Development Application”