



JOB DESCRIPTION

Job title: Participatory Mapping and Monitoring Coordinator

Location: Mbandaka/Equateur/Democratic Republic of Congo

Salary: \$50,910 gross per annum

Please note that all salary amounts are gross and exclusive of employee contributions and taxes. The DRC salary figure applies to DRC nationals only, as expats are subject to additional 25% tax. RFUK operates a fixed salary grid, and salaries are non-negotiable.

Contract type: 2 years fixed term contract, with a possibility of extending

Other benefits: 30 days annual holiday (in addition to Bank Holidays);

Hours of work: 35 hours a week

Start date: 1 October 2026 or sooner

Candidates must have a pre-existing right to work in the Democratic Republic of Congo. Please note RFUK is unable to cover any relocation costs.

If you have specific questions about the role or your application, please email us at jobs@rainforestuk.org and we will aim to get back to you as quickly as possible.

ABOUT RAINFOREST FOUNDATION UK (RFUK)

Founded in 1989, RFUK's mission is to support Indigenous Peoples and other communities of the world's rainforests in their efforts to protect their environment and fulfil their rights to land, life and livelihood. RFUK is committed to both human rights and environmental protection when it comes to tackling deforestation. Locally, we support forest communities to gain land rights, challenge harmful industries, manage and benefit from their forests, and protect their environment. Globally, we campaign to influence national and international laws and processes that protect rainforests and their inhabitants.

This approach has supported the securing and protection of millions of hectares of forest in the Congo and Amazon Basins since our founding in 1989. Our ambitious new 2033 vision seeks to

deepen and scale this impact in rainforest countries in partnership with our Indigenous and grassroots partners who are at the core of what we do. We are a values-led organisation with a growing team of over 30 staff members who are mainly based at our London office in the UK, France and the DRC.

OUR PROGRAMMES

RFUK's programmes team is the largest in the organisation and implements projects, campaigns and research in the Peruvian Amazon, across the Congo Basin and at the global policy level. Our programme work aims to catalyse a new era of rights-based forest protection and stewardship, with our work broadly split into the following areas:

- **Land & livelihoods:** securing community tenure rights and supporting community-based forest management, notably through land use planning and local entrepreneurship.
- **Forests & rights:** community-based monitoring, advocacy and campaigning to tackle deforestation, forest crimes and human rights abuses linked to extractive industries and harmful conservation projects.
- **Policy reform & learning:** promoting the scaling up of rights-based approaches to forest management through legal and policy reforms, as well as best practices and peer-learning through knowledge and skills hubs.
- **Mapping & technology development:** crosscutting use of technology to empower communities and promote sustainable and accountable forest governance.
- **Latin America:** a geographically focussed programme integrating all thematic elements mentioned above.
- **Programmes Support Unit (PSU):** ensures a harmonised approach to Project Cycle Management, Grant Management, and Partner Management across RFUK's programme portfolio and teams.

ABOUT THE ROLE

Rainforest Foundation UK is looking for a full-time Participatory Mapping and Monitoring Coordinator to support its work in at least 30 Community Forests (CFCLs) in the DRC. The role will ideally be based in or around Mbandaka, and will work in close collaboration with RFUK staff based in DRC, France and the UK, as well as our local partners.

As part of the programme the communities will be receiving payments for ecosystem services based on the successful management and protection of forest inside of designated conservation zones within the Community Forest. The communities and the local partner organisations will be using RFUK's ForestEye satellite remote sensing software to calculate the rates of deforestation. They will use RFUK's ForestLink monitoring and mapping platform to map conservations areas, monitor the programme objectives, report on observations, and capture monitoring and evaluation metrics.

The project is being implemented by Rainforest Foundation UK (RFUK), Rainforest Foundation Norway, Local Authorities, Community Forest Management Structures, and other third parties. The programme

and the post are funded by CAFI-FONAREDD programme.

The role will also work with Indigenous Peoples, local communities and partner organisations in other parts of the Congo Basin to map, monitor and protect their forests, including through the creation of a dedicated regional Mapping and Monitoring Knowledge and Skills training hub.

ABOUT THE CANDIDATE

The successful candidate will be an experienced practitioner who will support diverse user groups in the DRC to use technology to collect and capture data. They will bring knowledge and experience of working with geospatial data and GIS, including familiarity with the WGS 84 Web Mercator format and GeoJSON spatial file format. A background in informatics, GIS or international development may be relevant, but more important is an understanding of the role that user documentation, facilitation, training and ongoing support play in ensuring good-quality data capture and input. Experience designing and developing training programmes for diverse audiences is important, alongside survey design and collection experience and an understanding of the literacy, tech-literacy and connectivity constraints faced by rural communities in the DRC when collecting data.

The role also requires experience managing and supporting multi-user web systems, including frontline support for large numbers of users of web-based software systems with diverse capabilities and roles. The successful candidate will have worked on international development projects in the DRC and be able to simplify and clearly communicate programme requirements to stakeholders with varying competencies, managing this process over time. Friendly and approachable, they will be able to build rapport with many people through regular and ongoing communication with dispersed teams to facilitate participatory mapping activities. They will understand the importance of designing and delivering data for monitoring and evaluation in international development programme reporting, have the ability to overcome obstacles and get things done, and welcome regular travel to remote communities across the DRC to engage with and support the multiple partners and teams working towards the same programmatic objectives.

APPLICATION PROCESS

To submit your application, kindly complete the [online application form](#) by **28 August 2026 at 9AM (London time)**. Please be aware that the form will be anonymised for review by the panel.

Please note that CVs and cover letters will not be considered.

Regrettably, due to the large number of applications we usually receive, it is not possible to write to you should you not be shortlisted for an interview. If you have not heard from us within 10 working days of the closing date, please assume that your application has not been successful on this occasion.

Interviews with shortlisted candidates will be held **online on 17th September**. Please let us know in your application if you are available to attend an interview on this date.

There will be a task stage to check on technical competencies, particularly in relation to managing web systems and knowledge of basic GIS file formats.

We strongly encourage all candidates to read the [Recruitment FAQs page](#) on our website before submitting their application.

If you still have specific questions about the role or your application after reading the FAQs, please email us at jobs@rainforestuk.org and we will aim to get back to you as quickly as possible.

RESPONSIBILITIES

Working under the supervision of Land & Livelihoods Senior Manager, and in close collaboration and with support from Senior Mapping and Development Coordinator and Monitoring Systems Developer:

- Provide face-to-face and remote technical support in the use of RFUK ForestLink and ForestEye platforms to several local implementing partners who are working with CFCL's in Equateur and other parts of the DRC as well as with communities and partners in the wider Congo Basin.
- Support the training delivered by local partners to local community observers in the CFCL's in the use of ForestLink and ForestEye to:
 - map their lands using GIS tools and systems to support the establishment of community forests and simple management plans for them, via the MappingForRights methodology
 - monitor the forests and implementation of simple management plans
 - feedback on the programme implementation
- Support the development of training materials and video screen recordings, including updating the MappingForRights methodology for community mapping and land-use planning.
- Ensure data quality, accuracy and timeliness of data collection activities in ForestLink as defined in the programme objectives.
- Regular visits to partners' offices and communities (estimated time working in the field is about one week per month) to provide training, support and guidance on the use of ForestLink and ForestEye.
- Engage and coordinate with the wider teams that are working on other parts of the project during regular meetings, and deliver written reports as required.
- Support local partners in their work on creating the enabling conditions (networks, communications devices, human resources) needed for the programme implementation.
- Represent RFUK in local meetings in relation to the project.
- Provide technical support to community mapping and monitoring initiatives elsewhere in the Congo Basin region.
- Help to coordinate a regional Community Mapping and Monitoring hub to train a new generation of community and civil society facilitators in the Congo Basin.
- Undertake other tasks as may be requested by the Land & Livelihoods Senior Manager or the Executive Director.

- This job description is not exhaustive but is a guide to the main functions and responsibilities of the post. It is subject to review in the light of changes and development of the organisation. The post holder may be asked to undertake other duties for which the post holder has the necessary experience and/or training.

PERSON SPECIFICATION

Detail	Essential	Desirable
Knowledge and Experience	- Written and spoken fluency in both English and French at B2 level or above. - Degree, qualification or equivalent experience in informatics, web systems, GIS or a related field. - Experience of GIS or mapping software and systems and participatory mapping. - At least two years working with web-based software systems like Kobo-Collect, Customer Relations Management Systems and Content Management Systems. - Proven ability in communicating programme requirements and working with stakeholders with varying degrees of technical competencies. - Ability to build and maintain good relationships through regular and ongoing communication with dispersed teams and local partners. - High-quality written report-writing skills, with a sound understanding of the importance of monitoring and evaluation to international development programmes reporting. - High level of competence in using software packages, including Microsoft Office.	- Demonstrated interest in livelihoods, natural resource governance, and community rights. - Demonstrated experience in designing and implementing surveys for monitoring, evaluation, learning (MEL), and impact assessment - Experience maintaining relationships with rural communities in the DRC.
Personal Skills and Attributes	- Empathy with and commitment to the Rainforest Foundation's Vision and Mission. - Proven ability to work efficiently in a multinational team - Excellent interpersonal and communication skills – written and oral - Excellent organisational and time management skills with the ability to work under pressure and to multiple deadlines - Willingness and ability to travel to rural areas of the Congo Basin throughout the duration of the project. - Willingness and ability to learn on the job, keen to undertake training and developing additional technical knowledge and skills.	

Equal Opportunities

RFUK is an equal opportunities employer, and makes no discrimination on the grounds of gender, race, age, physical abilities, religious or sexual orientation.

Important notice

RFUK has a zero-tolerance approach to any attitudes or behaviours that put our staff, those impacted by our programmes, or the wider community we work with at risk of harm. Safeguarding incidents are considered acts of gross misconduct and are grounds for disciplinary action, up to and including dismissal and referral to relevant authorities.

As representatives of RFUK, staff behaviour must be seen to be of the highest standard and in keeping with RFUK's vision, mission and aims. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks.

Data Policy

Rainforest Foundation UK (RFUK) is a registered Charitable Incorporated Organisation and registered Company (Charity No. 1138287. Registered Company No. 7391285). Our registered address is Suite 201, Pill Box Studios, 115 Coventry Road, London, E2 6GG, United Kingdom.

RFUK is committed to ensuring that your privacy is protected. Any data requested will be used for recruitment purposes only; to screen candidates and judge their suitability to progress to interview. RFUK will not share the data with other organisations for marketing purposes. Data collected in the UK is held in accordance with the General Data Protection Regulation (EU) 2016/679 and the UK Data Protection Act 2018. We will keep your personal information for 12 months after which it will be deleted, unless a longer or shorter retention period is required by law, is necessary in the course of legal proceedings or is otherwise needed for a particular purpose under applicable law. We may keep your personal information for a shorter period if you ask us to delete your personal information. In such a case, RFUK will aim to delete your personal information within a maximum period of one month from the date of the request. You have the right to request a copy of data we hold on you, to rectify your data and to restrict processing of your data. You can email at info@rainforestuk.org or write to us at RFUK Suite 201, Pill Box Studios, 115 Coventry Road, London, E2 6GG, United Kingdom. For more information on how we process data and your rights please read our [privacy policy](#).

Safeguarding

RFUK is committed to Safer Recruitment and all appointments are subject to satisfactory references and pre-employment checks (including a DBS check) as required and in line with our Safeguarding Policy and Procedures. RFUK has a zero-tolerance approach to any attitudes or behaviours that put our staff, those impacted by our programmes, or the wider community we work with at risk of harm. Safeguarding incidents are considered acts of gross misconduct and are grounds for disciplinary action, up to and including dismissal and referral to relevant authorities. More information, including a copy of RFUK's Safeguarding Policy, is available [here](#).