

## POSITION ANNOUNCEMENT

### Deputy Chief of Party - Operations, USAID Vietnam Climate Resilient Agriculture Development in the Mekong Delta Activity

**LOCATION:** Hanoi, Vietnam  
**GROUP:** Environment & Energy  
**PROJECT:** USAID Vietnam Climate Resilient Agriculture Development in the Mekong Delta  
**REPORTS TO:** Chief of Party

#### POSITION SUMMARY:

Winrock International works with people around the world to increase economic opportunity, sustain natural resources, and protect the environment. Winrock is seeking a Deputy Chief of Party for Operations to be part of a dynamic team in implementing an anticipated \$25-49.99 million dollar USAID-funded project to address climate resilient agriculture development in Vietnam's Mekong Delta.

The Deputy Chief of Party-Operations (DCOP/O) will be responsible for the operations of the program leading finance, administration, and compliance. S/he will lead the operations and administration teams including finance, human resources, operations, procurement, information technology and overall compliance with USAID policies, under the leadership of the Chief of Party and Deputy Chief of Party/Technical (DCOP/T).

**The position is contingent upon receipt of donor funding.**

#### ESSENTIAL RESPONSIBILITIES:

- Provide operations and administration leadership of project implementation and compliance, and capacity building.
- Support Chief of Party and DCOP/T on operations and compliance needs and identify, manage and resolve risks.
- Ensure compliance with USAID and Winrock rules and regulations and systems.
- Develop, monitor, update program standard operating procedures which include human resources, operations, procurement, security and administration.
- Oversee project financials, financial reporting, and forecasting.
- Review and approve all program expenses in compliance project budget.
- Oversee program finance staff, contracting and procurements.
- Oversee human resources functions including hiring of cooperating country nationals, orientation, compensation, payroll, benefits, tax deductions and reporting.
- Work with COP and DCOP/T on annual workplan budgets and forecasting and monitoring annual spending to ensure compliance.
- Lead program contracting and procurement processes and approvals and work with the home office program team to ensure compliance.
- Lead Vietnam registration needs and VAT requirements in collaboration with Winrock home office.
- Lead local banking and banking transactions in collaboration with Winrock home office.
- Review and approve all project invoices, payments, and spending.
- Manage local consultants and subcontractors to ensure compliance with all agreements.
- Generate regular operational updates and contribute to quarterly and annual reports.
- Oversee all project grants and manage grantees in close collaboration with the home office grants team.

- Work close on building capacity of project administration/operations staff.
- Contribute to knowledge management and sharing activities within the activity, with USAID, other implementing partners, and the government.
- Ensure that grants are supporting project goals.
- Other duties as assigned.

#### **QUALIFICATIONS AND BACKGROUND:**

- **Education:**
  - Academic degree in public administration, economics, finance, international development, business administration or related field. Master's degree or higher strongly preferred.
- **Experience:**
  - Minimum 7 years of professional experience managing and implementing large scale donor funded international development projects, preferably with USAID funded projects in Vietnam or Southeast Asia.
  - Minimum 5 years of professional experience in project management and administration with emphasis on budgeting, financial reporting, compliance monitoring on large multimillion dollar USAID or donor funded projects.
  - Experience managing administration and operations teams for agriculture sector development and climate and economic resilience, including training, capacity building, mentorship, and day-to-day management.
  - Experience collaborating with vendors, partners, Government of Vietnam.
  - Experience in development sectors such as climate adaptation, climate resilient agriculture, natural resource management, agricultural technology, economic growth or related technical fields.
  - Experience managing large scale projects including program operations units (Human Resources, Information Technology, Finance, Procurement, etc.).
- **Skills/Knowledge:**
  - Familiarity with Federal Acquisition Regulation policies and procedures related to grants, procurement, and subcontracting.
  - Strong training design, training delivery, and facilitation skills.
  - Strong personnel management skills.
  - Excellent written and oral communication skill in English required and fluency in Vietnamese.

**Please submit your CV and application here:** [Chief of Party, USAID Vietnam Climate Resilient Agriculture Development in the Mekong Delta Activity](#) by **28 February 2023**

#### **About Winrock International**

Winrock is an equal opportunity employer. We are committed to providing equal employment opportunity for all people and value diversity and inclusiveness. Winrock recruits, employs, trains, promotes and compensates regardless of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law.

At Winrock we have a clear mission: Empower the disadvantaged, increase economic opportunity and sustain natural resources through unwavering dedication to accountability, equity, innovation, integrity and transformation.

Winrock knows that its success comes from the hard work and steadfast dedication of its diverse workforce. Winrock remains committed to maintaining diversity, inclusion and equity across the entire organization.

Learn more about our projects: <https://winrock.org/>