

JOB DESCRIPTION/SCOPE OF WORK
Vietnam Action Against Plastic Pollution

Positions: Operations Support, Short-term Consultant

Period of performance: March – August

Level of Effort: 50 days

Number of Consultants: 4

Background

The USAID funded "Vietnam Action Against Plastic Pollution" Activity (the Activity) is an innovative and ambitious program designed to reduce ocean plastic pollution at its source in Vietnam through strategic approaches such as convening stakeholders' power, promoting the creation and implementation of data-driven policies, enhancing knowledge and sharing learning, promoting appropriately scaled technology and solutions, and providing technical expertise and building capacity of local governments to manage waste at its source and prevent plastic pollution in our oceans. Three main objectives of the Activity are (i) supporting multi-stakeholder actions for Extended Producer Responsibility (EPR), (ii) supporting scalable, demonstrated Single Used- Plastics-Products (SUP) reduction measures and (iii) supporting the development and implementation of sub-national level Integrated Solid Waste Management Plans (ISWM).

The Vietnam Action Against Plastic Pollution Activity is implemented by a consortium of Chemonics Int'l, Center for Marinelife Conservation and Community Development (MCD), Centre for Supporting Green Development (GreenHub) and E-Policy from 2022 to 2027.

Chemonics International seeks applications for four (4) short-term consultants to provide operations support to the USAID-funded Vietnam Action Against Plastic Pollution Activity (the Activity).

The consultants are responsible for working with the Activity and its implementing partners, the Ministry of Natural Resources and Environment (MONRE) and participating provinces during the projects exploring stage to help with the project design and facilitate engagements with the government stakeholders.

Principal Duties and Responsibilities

Under the supervision of the Deputy Chief of Party and in consultation with key MONRE counterparts, the consultant will be responsible for the following:

- Coordinate with MONRE's relevant agencies to collect ideas, data and resources that help inform the Activity's design.
- Advise on the implementation arrangement mechanism and coordination mechanism among participating agencies and stakeholders.
- Conduct regulatory review of existing strategies, plannings and programs.
- Provide inputs on technical design of the Project Document.
- Support the Project's approval process via consultation workshops, revision of the Project Document Draft, communications and other tasks as required.
- Support the team to develop reports to MONRE's leadership during the working period.

Deliverables

- Monthly report on the working performance.
- Briefing notes on meeting attended, documentation of data, materials collected.
- Written report on policy review and technical reviews.
- Write-up sessions on project document's working versions.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The qualifications listed below are representative of the required knowledge, skills, and/or abilities needed to perform the principal duties.

- Master's degree in relevant fields (Environmental Science/Engineering, Laws, Economics, etc).
- Minimum 5 years of relevant professional experience.
- Prior working experiences within Government's agencies, MONRE preferably and/ or local governments.
- Demonstrated ability to work productively within a team.
- Possess excellent organizational and multi-tasking skills.
- Computer skills including strong knowledge of Microsoft Excel, Word and Office applications.
- Fluency in Vietnamese and English.

Application Instructions

Please send your CV/resume to VAAPPRecruit@chemonics.com by March 15, 2023. Early applications are encouraged. Please include the title of the job in the email subject line. No telephone inquiries please. Shortlisted candidates will be contacted. We review applications on a rolling-basis. The protection of your personal data is important to Chemonics.

Chemonics is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Military veterans, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.