

**JOB DESCRIPTION/SCOPE OF WORK**  
**Vietnam Action Against Plastic Pollution**

**Position:** Program Assistant, Short-term Consultant (STC)

**Period of performance:** March – August 2023

**Level of Effort:** up to 40 days

Number of consultants: 2

**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 two (2) short-term consultants to provide administrative and program support to technical teams at the USAID-funded Vietnam Action Against Plastic Pollution Activity (the Activity). Individual interested candidates apply separately.

The two positions are expected to work respectively with the two technical teams formed by the Activity: (1) Project Document Development and (2) Global Plastic Pollution Treaty, in a close collaboration with the Ministry of Natural Resources and Environment (MONRE). Please mark the technical team that you are applying to work for in your cover letter/email subject line.

**Principal Duties and Responsibilities**

Under the supervision of Deputy Chief of Party, the Program Assistant consultants will be responsible for the following:

- Undertake administrative tasks.
- Assist with data collection and analysis.
- Support the communication and coordination with MONRE, DONREs and relevant agencies to collect data, documents, make appointments, and organization of consultation workshops and events.
- Translate documents from Vietnamese into English and vice versa.
- Other tasks as required.

**Deliverables**

- Monthly report outlining all work accomplished during the month.
- Meeting minutes in Vietnamese

**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.

- Bachelor degree in relevant fields (Economics, business administration, environment etc.).
- Minimum 2 years of relevant professional experience.
- Demonstrated ability to work productively within a team.
- Possess good organizational skills and positive working attitude.
- 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](mailto: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.