

USAID Climate Resilient Agriculture in the Mekong Delta (CRM)

SCOPE OF WORK

Hanoi Office Coordinator

1. INTRODUCTION

CRM is a five-year project working to enhance the resilience of the Mekong Delta's communities, ecosystems, and livelihoods. Working across five provinces of Dong Thap, Kien Giang, Ca Mau, Soc Trang, and Tra Vinh, CRM will further strengthen the effective partnership between USAID and the Government of Vietnam (GVN) to support Vietnam's development goals and contribute to U.S. government strategies and targets.

CRM activities are organized within three interconnected objectives and one cross-cutting theme:

- **Objective 1: Strengthen climate change resilience of the most vulnerable populations.** CRM will engage stakeholders to assess and address vulnerability through enhanced climate information services, resilient livelihood and safety net models, improved provincial plans, and increased access to finance.
- **Objective 2: Strengthen management and restoration of natural ecosystems to provide ecosystem goods and services.** CRM will take an inclusive participatory approach to identify entry points to support evidence-based transformation of legal and governance frameworks, improve management capacity, and incentivize natural resource conservation.
- **Objective 3: Reduce methane emissions through low-emission and sustainable agriculture practices.** CRM will work with GVN and stakeholders across value chains to assess gaps and opportunities and harness payment for environmental services schemes and other results-based finance mechanisms to reduce intensive rice farming and GHG emissions and drive transformation through a market systems approach.
- **Cross-cutting focus: Develop and implement policies to advance climate actions and biodiversity conservation.** CRM will also work with GVN and stakeholders to enhance development, harmonization, and implementation of policies, as well as to strengthen national and sub-national coordination. CRM will engage key stakeholders to influence and incentivize policy, practice, and behavior in favor of transformation.

CRM will be implemented during the period of 2023-2028 by Winrock International with a consortium of Vietnamese and international partners. GVN counterparts are the Ministry of Agriculture and Rural Development and the Management Board of Forest Projects.

2. POSITION DESCRIPTION

The Hanoi Office Coordinator is responsible for keeping the Hanoi Office running smoothly and efficiently and providing support to project initiatives. In this role, the position holder will be required to oversee administrative and clerical activities; collect, organize, and retrieve information and documents; and may support making arrangements for meetings and travel.

Position location

S/he will be based in CRM's Hanoi Office, with travel as required for project activities.

3. RESPONSIBILITIES

Specific responsibilities include but are not limited to:

- Monitor stock of CRM office supplies, ensuring that CRM office supplies and stationery are replenished as necessary and before they are depleted.
- Ensure office supply storage rooms are adequately stocked and organized and produce monthly report on office supply use (stock report)
- Ensure the office and facilities are in proper working order, coordinating with Winrock's point person for office maintenance, servicing, and repair (electricity, HVAC system/air conditioning, bathrooms, etc.)
- Liaise and coordinate with external service providers for office security and cleaning.
- Coordinate activity equipment repairs (printers, copy machines, Internet, telephone system, etc.) when needed.
- Ensure that all Hanoi offices spaces are clean and well-organized
- Support the online office filing system, file documents, and help to maintain proper filing of documents in compliance with Winrock and USAID policies and regulations; some documents may be required in hard copy format
- Assist with the production, photocopying and dissemination of project documents and other materials when appropriate
- Assist with non-confidential Human Resource administrative needs as directed by HR Manager
- May assist with organizing and booking travel and hotel accommodation for staff, Short-Term Technical Assistants (STTAs), and visitors, as needed during busy times.
- Assist with planning and organizing internal and external meetings, including staff meetings and workshops, conferences, and other activity events.
- Help request quotes, coordinate catering, and facility rentals for external events.
- Receive and open incoming mail, copying and circulating, and coordinate DHL and other outgoing mail.
- Maintain and update staff telephone lists as needed.
- Other administrative and office support as required

4. REQUIRED QUALIFICATION AND EXPERIENCE

Education:

- Bachelor's Degree or equivalent. Degree in business administration or a relevant field is preferred. Additional education, certifications, or experience is advantageous.

Experience:

- 3-5 years administrative and office management experience.
- Experience working for an international development agency on a USAID funded activity a plus.
- Experience organizing meetings, workshops and other events preferred.
- Previous office administration experience preferred
- Previous supervisory experience preferred

Skills:

- Excellent organizational and time management skills.
- Attention to detail and ability to manage, prioritize and complete multiple tasks simultaneously and under pressure.
- Flexibility and ability to work in busy environment.
- Excellent communication and interpersonal skills and ability to communicate and interact courteously, competently, professionally, and discreetly at all levels within a diverse work environment.
- Ability to work effectively both as a team member and independently
- Demonstrated adaptability and ability to manage in a fast-paced environment.
- Able to travel (at times with limited advance notice).
- Positive attitude and motivation to learn.
- Creativity and enthusiasm to tackle new challenges.
- Fluency in English and Vietnamese
- Proficient in Microsoft Office

5. SUPERVISOR

The Hanoi Office Coordinator reports to the Human Resource Manager but may receive guidance from the Deputy Chief of Party, Operations, based on specific support activities.

6. HOW TO APPLY

Interested candidates with the required qualifications and experience are invited to send a letter of interest and a full CV in English to vietnamjobs@winrock.org with subject line of "Your full name – Hanoi Office Coordinator" no later than August 23rd, 2024.

We would like to thank all applicants for their interest but only candidates who meet requisite criteria and are shortlisted will be contacted.