

Job Description: Deputy Chief of Party (DCOP) - USAID Project on Strengthening Vietnam's Innovation Ecosystem

Position Title: Deputy Chief of Party (DCOP)

Location: Hanoi, Vietnam

Project: Vietnam Innovation Ecosystem

Reports To: Chief of Party (COP)

Position Summary: The Deputy Chief of Party (DCOP) will support the Chief of Party (COP) in the management and implementation of a USAID-funded project aimed at strengthening Vietnam's innovation ecosystem to drive the commercialization of Fourth Industrial Revolution (4IR) innovations. The DCOP will play a crucial role in achieving the project's objectives, which include improving the business enabling environment, strengthening interconnections between innovation actors, and enhancing the capabilities of the Ministry of Planning and Investment's (MPI) National Innovation Center (NIC).

Key Responsibilities:

Project Management and Leadership

- Assist the COP in the overall management and administration of the project.
- Provide leadership in project planning, implementation, and monitoring to ensure the achievement of project objectives.
- Oversee day-to-day operations and ensure compliance with USAID regulations and policies.

Objective 1: Improve Business Enabling Environment

- Identify and address challenges and constraints to the commercialization and implementation of innovative 4IR technologies.
- Develop and implement strategies to invest in growth-oriented businesses to increase firms' productivity.
- Collaborate with stakeholders to create a conducive environment for business innovation and growth.

Objective 2: Strengthen Interconnections Between Innovation Actors

- Foster collaboration and partnerships among actors engaged in innovative 4IR technologies or processes.
- Provide support and resources to innovation actors to enhance their capabilities and interconnections.
- Organize events, workshops, and networking opportunities to facilitate knowledge sharing and collaboration.

Objective 3: Enhance Capabilities of MPI's National Innovation Center (NIC)

- Work closely with the NIC to support its development and capacity-building efforts.
- Assist in the design and implementation of programs and initiatives to strengthen the NIC's role in Vietnam's innovation ecosystem.
- Provide technical assistance and advisory services to the NIC to enhance its operational effectiveness.

Monitoring, Evaluation, and Reporting

- Develop and implement a robust monitoring and evaluation (M&E) framework to track project progress and impact.
- Prepare and submit regular reports to USAID, highlighting achievements, challenges, and lessons learned.
- Ensure data quality and integrity in all project reporting and documentation.

Stakeholder Engagement and Communication

- Build and maintain strong relationships with key stakeholders, including government agencies, private sector partners, and civil society organizations.
- Represent the project in meetings, conferences, and other forums as required.
- Communicate project goals, activities, and results to stakeholders and the public.

Qualifications:

- **Education:** Master's degree in Business Administration, Economics, Public Policy, International Development, or a related field.
- **Experience:** At least 10 years of experience in managing and implementing international development projects, preferably with USAID or other donor-funded projects. Experience in innovation, technology commercialization, and ecosystem development is highly desirable.
- **Skills:**
 - Strong leadership and management skills.
 - Excellent analytical and problem-solving abilities.
 - Proven ability to build and maintain relationships with diverse stakeholders.
 - Strong communication and presentation skills.
 - Familiarity with 4IR technologies and their commercialization processes.
- **Language:** Proficiency in English is required. Native Vietnamese preferred.
- **Other:** Ability to work in a fast-paced environment and manage multiple tasks simultaneously.

How to Apply:

Interested candidates should submit their resume, cover letter, and three references to chinhguyen@deloitte.com. The subject line of the email application should follow this format: VIE Application_ Deputy Chief of Party _FirstNameLastName by **15 November 2024**.