

National Program Officer (NPO) at ICRAF Vietnam

The World Agroforestry Centre (ICRAF) is supported by the Consultative Group on International Agricultural Research (CGIAR). The centre generates science-based knowledge about the complex role that trees play in agricultural landscapes and uses its research to ensure that policies and practices benefit the poor and the environment. For further information please visit <http://www.worldagroforestry.org/sea/vn>. With the recent expanding operations of ICRAF in Vietnam, we are seeking an experienced, open-minded, dynamic and energetic **National Program Officer (NPO)**. The NPO will work as a bridge between the technical and administration units at the office, and be in charge of the following:

1. To assist Country Representative (CR) in Program Management, including :
 - Developing and overseeing ICRAF Vietnam annual work plan in accordance with the ICRAF national, regional and global strategy programs.
 - Liaising with donor and government stakeholders and national partners for the implementation of the annual and strategic plan, as well as ICRAF operation in Vietnam. This includes (i) providing assistance in recruiting and managing national collaborators, consultants, seconded staff on a need basis; (ii) establishing active links with strategic national institutions, maintaining signed MOUs/MOAs as well as ICRAF working permission
 - Working closely with the finance manager in the development of annual budget plan as well as budget planning for new proposals and projects.
 - Participate in staff recruitment to meet the need of program implementation. This contains drafting job descriptions, interviewing, selecting candidates, and other administrative processes
2. To participate in Research and Capacity-Building as a principle investigator.
3. To participate in Policy and Impact Communication: Together with communication officer, the NPO will (i) maintain active policy communication with national counterparts through regular meetings, policy briefs, and other forums, (ii) Setting up and maintain the research/output impact database to be report to ICRAF SEARO and HQ
4. To assist CR in Fundraising/Resource Mobilization through active participating in the development of concept notes and proposals as well as in donor mapping and report.

Requirements/Qualification:

- Vietnamese citizenship
- Holding at least a Master Degree in public administration, international development, social science, environmental science, or other related fields.
- Having at least 5 years of experience in research and development management, planning, networking, coordinating and communication of international projects.
- Having proven knowledge on project management, research planning and implementation.
- Having proven skill of communication and negotiation, writing reports and documentation;
- Having proven ability in managing stressful working situation and team work spirits;
- Fluent in English. Good command of computer usage: Windows, Office package, Email and Internet.
- Good knowledge and contacts with Vietnam Government system is an additional merit.

Competitive salary with benefits package, gross is at around 15,700\$US annually. The successful applicant will be offered a one year contract (3 months of probation applied) with the possibility of extension. Interested applicants can send a detailed CV with recent photo and a covering letter to icraf-vietnam@cgiar.org. The deadline for the application is **16h00 April 30, 2009**. Only short-listed candidate will be contacted for interview.