

## **TERMS OF REFERENCE PROJECT COORDINATOR**

Job title:	Project Coordinator (PC)
Duty station:	Hanoi and provinces
Duration of assignment:	Initially one year with possible extension
Supervision:	The Project Coordinator (PC) will work under the direct supervision of the National Project Manager (NPM) and closely with the concerned UNDP staff.

### **Background**

Under the guidance, supervision of the NPM, Project Co-ordinator is to assist the NPM in implementing the day-to-day activities of the Project and ensuring smooth coordination between Project Partners. Thus, the position requires the holder to work on a regular full-time basis.

### **Duties and responsibilities**

1. Assist the PM in coordinating with government agencies at national and local level as well as mass organizations, NGOs, etc. to effectively implement project activities.
2. Support NPD/NPM to coordinate inputs of experts (international and national consultant for specific tasks) for conducting research, workshop/seminars, project reviews/evaluations, and information exchange.
3. Act as a focal point to assist the ECNA and UNDP in coordinating technical assistance the ECNA received from different donors and UN agencies through participation in related working groups and meetings, active collaboration with other TA projects and initiatives, and regular sharing of information on work plans, TA results and other significant issues.
4. Assist the ECNA in developing new partnerships and deepen relations with existing partners.
5. Assist the PM in ensuring an effective management of project professional activities, including:
  - Facilitate the work of project short-term consultants;
  - Arrange meetings and other necessary logistics for short-term consultants
6. Assist the PM in advocacy activities, including:
  - Review project publications before disseminating them to users;

- Take responsibility for knowledge networking with national agencies and UNDP's global community to disseminate lessons learned through this project to development partners including other UNDP country offices.
  - maintain project web-sites;
7. Assist the PM in development of project management skills for project staff.
  8. Participate in other activities as assigned by the Project Manager.

### **Qualification**

- Graduate degree in economics;
- General knowledge of substantive matters that are addressed by the project;
- Profound understanding about the organization and operation of the National Assembly/Government;
- Profound understanding about MDGs/ VDGs and MDG progress and SEDP formulation, implementation and review process in Viet Nam;
- Working experience with agencies of the National Assembly/Government;
- Proven experience (at least 3 years) in Project management;
- Working experience in preparing MDGRs is an advantage;
- Good inter-personal, networking, partnership building, team building, presentation and communication skills;
- Working level of English language is an absolute necessity;
- Familiarity with technical assistance projects and UNDP programme in Viet Nam is an asset.

### **Contact details**

Please send a Cover Letter (in English) stating why you are suitable for this position together with CV and copies (notarization not required) of relevant degree by 8.00 a.m. August 22<sup>nd</sup>, 2011 to:

Project Management Unit: *“Support for Enhancing Capacity in Advising, Examining and Overseeing Macroeconomic Policies”*

Level 3, No. 34 Giang Van Minh, Ba Dinh District, Hanoi

Or email to: [Du.an.kinh.te.vi.mo@gmail.com](mailto:Du.an.kinh.te.vi.mo@gmail.com)

Only short-listed candidates will be contacted. Application will not be returned