

RECRUITMENT NOTICE

Vietnam Green Building Council

Title:	EXECUTIVE DIRECTOR (COUNTRY REPRESENTATIVE)
Location:	Hanoi, Vietnam
Organization:	Vietnam Green Building Council (Green Cities Fund)
Date issued:	December 10, 2012
Updated:	December 17, 2012
Start date:	March, 2013

The Vietnam Green Building Council (VGBC) is searching for an executive director to lead its effort to make the building sector in Vietnam more sustainable. The VGBC is a five-year-old organization with strong institutional support in Vietnam and an international network; it is the premier green building organization in the country. VGBC's "LOTUS" system is the only green building rating system developed specifically for the Vietnamese context. It is expected that the next executive director will continue the growth and success of the VGBC, while assisting in its gradual transition to a locally-based organization. The VGBC director will also have the title of Country Director for Green Cities Fund, a non-governmental organization based in California. Please see below for position details.

Job Summary:

- Define, develop, and implement VGBC organizational strategy
- Develop fundraising strategy, research sources, and raise funds
- Manage budget and operations
- Manage technical research, HR, and administration
- Maintain and develop the VGBC network of members and partners
- Safeguard VGBC transparency, reputation and expertise
- Represent VGBC in national and international forums
- Work closely with partner institutions, including agencies of the Government of Vietnam and the World Green Building Council

Specific Areas of Responsibility:

1. Budget, Finance, and Fundraising

- Define yearly budget and oversee its execution
- Research, develop, and secure funding sources
- Report quarterly to VGBC board and GCF personnel (cashflow and financial statement), annually to donors

2. Technical Management

- Manage LOTUS rating tools development and revision
- Manage LOTUS certification process for building projects
- Manage related technical research, including technical advisory groups
- Manage and develop the online "Green Database"

3. Outreach and Education

- Prepare and perform lectures about green building in the Vietnamese context at national and international conferences
- Manage and develop VGBC education programs
- Write advocacy articles and reports on sustainable building
- Ensure maintenance of robust online resources and web presence
- Develop outreach and messaging on VGBC areas of competence to public

4. Administration and HR

- Report to relevant Vietnamese authorities (PACCOM), ensuring licence renewal and compliance with national laws
- Report on administrative matters to VGBC board and GCF personnel
- Plan and manage necessary personnel procedures for VGBC operation
- Improve and monitor management processes and procedures
- Develop and manage volunteering / internship programs
- Manage organisation assets and documents

5. Network Coordination

- Manage congenial and consensus-based collaborative framework with partners and members (government, academia, business, and NGOs)
- Coordinate with the World Green Building Council Asia Pacific Network

Qualifications:

1. Vietnamese national (currently living in Vietnam or abroad)
2. Excellent written and verbal skills (both Vietnamese and English)
3. College degree required. Graduate degree in environment, engineering, science, architecture, development, or related field strongly preferred.
4. Five to ten years experience in a related field preferred.
5. Managerial experience, especially budgeting and personnel, preferred.
6. Technical background, especially in construction practice and law, preferred
7. Demonstrable ability to work with diverse partners (government, private sector, academia and donors)
8. Demonstrable interest in, and knowledge of, sustainability issues
9. Intelligence, honesty and an independent, non-profit oriented mind

Please send CV and letter of interest (both in English) to VGBC via email to: info@vgbc.org.vn. In your letter, please describe your interests, personal and professional goals for the future, and anything else you believe to be interesting or relevant. Letters of reference will be requested from shortlisted candidates.

Email: info@vgbc.org.vn

Website: www.vgbc.org.vn