



Winrock International, an international not for profit organization, is seeking applications for various positions for the multi-year USAID-funded Vietnam Clean Energy Program (VCEP), which aims to strengthen the foundation for low emissions energy systems in Vietnam by enhancing capacity to acquire, manage, analyze, and use energy sector data in decision-making, increasing energy efficiency in high energy use sectors, and increasing public and private investment in and piloting of renewable energy technologies.

Positions advertised:

ACCOUNTING/FINANCE MANAGER

Responsibilities:

1. Participates in the preparation and review of regional monthly work plan and field budget
2. Establishes required financial systems, policies and guidelines to ensure effective and efficient utilization of funds
3. Payroll management; assures compliance to labor and tax laws
4. Oversees financial requirements of the project
5. Prepares annual budget, budget modifications and variance analysis;
6. Prepares other reports as required by the donor agency

Qualifications:

- College graduate with a minimum of at least seven (7) years' experience in finance and administration
- Experience in foreign funded projects
- Demonstrated knowledge and skills in the program accounting, finance, and office administration
- A good team player and can also work independently with minimum supervision
- Flexible, takes instructions well, and demonstrates initiative towards work
- Can work well under pressure
- Can relate and maintain good staff relations at all levels of the organizations
- Proficient in Microsoft Office and accounting software
- Good written and spoken English

OFFICE MANAGER

Responsibilities:

1. Supervises and coordinates general services for the program
2. Handles petty cash requirements of project office
3. Organizes and maintains project files
4. Oversees/coordinates office equipment repair/maintenance requirements
5. Ensures/coordinates payment of office utility bills and other petty disbursements
6. Organizes day to day schedules and appointments of the Chief of Party (COP) and Deputy Chief of Party (DCOP)
7. Schedules internal/external meetings, conference calls and other events

8. Facilitates travel arrangements for project staff
9. Assists in organizing trainings, workshops, seminars

Qualifications:

- College graduate with a minimum of at least seven (7) years' experience in office administration
- Experience in foreign funded projects
- A good team player and can also work independently with minimum supervision
- Flexible, takes instructions well, and demonstrates initiative towards work
- Can work well under pressure
- Can relate and maintain good staff relations at all levels of the organizations
- Proficient in Microsoft Office
- Good written and spoken English

OUTREACH/COMMUNICATIONS MANAGER

Responsibilities:

1. Supervises and undertakes the preparation information dissemination campaign materials such as project CD, brochures flyers, and periodic statistics on actual project activities.
2. Oversees creation and maintenance of project website, in coordination with technical staff
3. Prepares presentations and briefing materials which may vary according to audience during project briefing and consultations.
4. Establishes and maintains cordial and professional relations with the local press corps
5. Supports the drafting of annual work plans and preparation of periodic reports

Qualifications:

- College graduate with a minimum of at least five (5) years' experience in outreach and communications
- Experience in foreign funded projects
- A good team player and can also work independently with minimum supervision
- Flexible, takes instructions well, and demonstrates initiative towards work
- Proficient in Microsoft Office software
- Excellent written and spoken English

TRAINING/CAPACITY BUILDING MANAGER

Responsibilities:

1. Oversees and coordinates training activities in the areas of energy efficiency, renewable energy, and energy management
2. Develops training strategies and curricula, both for internal purposes and for a range of external stakeholders
3. Organizes educational events for target recipients
4. Coordinates and works jointly with local partners on training and public awareness

Qualifications:

- College graduate with a minimum of at least five (5) years' experience in training and capacity building
- Experience in foreign donor funded projects

- A good team player and can also work independently with minimum supervision
- Flexible, takes instructions well, and demonstrates initiative towards work
- Proficient in Microsoft Office software
- Excellent written and spoken English

MONITORING AND EVALUATION SPECIALIST

Responsibilities:

1. Leads development of program indicators
2. Develops and enhances program M&E tools
3. Leads conduct of baseline surveys, develops and implement M&E instruments, tools, and methodologies, assesses monitoring activities

Qualifications:

- College graduate with a minimum of at least five (5) years' experience in monitoring and evaluation
- Experience in foreign donor funded projects
- A good team player and can also work independently with minimum supervision
- Flexible, takes instructions well, and demonstrates initiative towards work
- Proficient in Microsoft Office software
- Excellent written and spoken English

Winrock is also seeking candidates for the following positions:

- Administrative Assistant
- Staff Driver/Messenger

Applicants should send a current resume and the names and contact details of 3 references to Winrock_VCEP@yahoo.com, by Monday, October 8, 2012. Only qualified candidates will be contacted.