

Term of Reference: Program Development Officer

Background:

ICEM - the International Centre for Environment Management was established in 1999 to help governments and communities build capacity in the sustainable use of natural resources and maintenance of environmental quality. ICEM works in Asia - especially the Mekong countries - and focuses on climate change, water resources, biodiversity conservation and integrated assessments. ICEM seeks to integrate environmental concerns with development through spatial planning, socio-economic analysis and environmental assessment tools. The Centre draws from an active network of experts and organizations, nationally and internationally, and in public and private sectors in forging partnerships to address critical conservation and development issues.

ICEM is now seeking a national qualified candidate to fill in the below position:

Job Title: Program Development Officer

Report to: Program Development Manager

The Program Development Officer will provide support in the technical and administrative management for projects and program development of ICEM, working to the ICEM Program Development Manager.

Key responsibilities:

Project implementation support:

Under the supervision of the Program Development Manager, the Program Development Officer is in charge of:

- Coordinating project activities
- Preparing draft contracts and contract management for individual consultants or sub-contracts with partners
- Collecting and consolidating monthly timesheet and expense claims from consultants and partners
- Assisting in delivery of project progress reports and monthly statement of consultant input
- Preparing budget plans/revisions, monitoring and reporting
- Management, administration and logistical support for project consultants
- Client relationship and management activities
- Facilitating all operational and logistical aspects of ICEM projects including the organization and implementation of field missions, workshops and seminars
- Translation (English – Vietnamese, Vietnamese – English) of report/presentation papers when required
- Acting as an interpreter when required.

Program development:

Assist the Program Development Manager in coordinating ICEM program development activities including:

- Tracking potential bidding and grant opportunities
- Identifying relevant consultants and partners for ICEM projects
- Supporting the ICEM technical team in developing new projects and grant opportunities,
- Preparation and submission of expression of interests and proposals to Donors
- Assisting in maintaining a system for managing ICEM's expanding network of technical experts, partners and donors including CVs, partner's profiles and contact details

Research:

- Assisting ICEM technical team in research work

Skills specification:

- University degree in environment field, English or Business, or related field.
- Excellent spoken and written English;
- Excellent computer skills – Microsoft Word, Excel and Power Point
- Effective facilitation, communication and interpersonal skills;
- Ability to travel to project sites within Vietnam and in the Mekong countries;
- Ability to work independently and/or in small teams and be flexible;
- Secretarial skills;
- Planning and organizational skills;
- Demonstrated passion and commitment to development work; and
- A minimum of 3 years of professional experience in project management and implementation in related field.