



## Project Manager, based in Hanoi

HELNETAS, an International Non-Government Organization, supports the efforts of disadvantaged people and communities to determine the course of their own lives, thereby helping them to help themselves. HELNETAS promotes fair access to essential resources and protect social, economic, political, environmental and cultural rights.

In Vietnam, HELNETAS is looking for a Project Manager (Vietnamese citizen) for the project, which works on Supporting learning and Capabilities for Scaling up Value Chain Development (VCD). The project is funded by IFAD, building capacity for training centers (Centres of Excellence) in 7 countries. The Project Manger will be based in Hanoi with frequent travels to provinces and partner countries.

### DUTIES & RESPONSIBILITIES

- Responsible for planning, budgeting, implementing, monitoring, and reporting of the project; responsible for effective, efficient and transparent utilisation of the funds and human resources; responsible for the budget and financial flows according to the project agreements.
- Contribute to setting up of Regional Value Chain Capacity Building Network (VCB-Network) composed of the Centres of Excellence in the 7 countries.
- Coordinate with funding organization, involved Centres of Excellence, service providers and other relevant organizations.
- Represent HELNETAS Vietnam in national and international meetings related to the project activities.
- Day to day management of project activities and human resources within Project Coordination Unit (PCU).
- In collaboration with Project Coordinator and HELNETAS head office, prepare TORs, contracts for Centres of Excellence, national and international consultants.
- Contribute to setting up and testing M&E system. Conduct monitoring and evaluation of the project progress and implementation.
- Contribute to development of an exit strategy including assisting VCB-Network to develop a business plan and supervising the implementation of the business plan of the VCB-Network.
- Facilitate dissemination of best practices and lessons learned among the Centres of Excellence.
- Organise and participate in the relevant national and international networking/workshops. Participate in knowledge sharing activities of HELNETAS and the donor.

### REQUIRED QUALIFICATIONS:

- Master in International Development, Agriculture, Agribusiness, Social Sciences or related field. At least 6 years of experience in project management
- Strong leadership, communication and networking skills, ability to bring actors together, coach them and build capacities.
- Excellent spoken and written English and Vietnamese. Good command of computers and office skills

Interested candidates should send applications (CV plus motivation letters and copies of diplomas) to Ms. Trieu Tu Anh, email: [trieu.tuanh@helvetas.org](mailto:trieu.tuanh@helvetas.org) or post to HELNETAS Vietnam 298F Kim Ma Street, Hanoi by **5<sup>th</sup>, May 2017**. Only short listed candidates will be contacted.