



## **CENTRE FOR SOCIAL INITIATIVES PROMOTION (CSIP)**

### **JOB DESCRIPTION**

<b>Position title:</b>	Project Coordinator (PC)
<b>Workplace:</b>	Hanoi, with domestic travels
<b>Term:</b>	1 year (renewable)
<b>Reports to:</b>	CEO
<b>Supervises:</b>	Project officer, project assistant
<b>Relates to:</b>	CSIP team, donors, local partners, community, policy markers

#### **Job Summary:**

The Project Coordinator (PC), under the supervision of CEO and with support of the project team, will be responsible and accountable for the successful delivery of the Enterprising for Development project- Empowering small scale farmers, women and youth through sustainable SME development (EFD). This project provides business development support and access to finance to accelerate at least 30 impactful SME that directly improve the life of small scale farmers, women and youth through better access to employment, income and products/service that empower them.

#### **Key Duties and Accountabilities**

- Lead the team to develop and submit to CEO for approval of the project's annual, quarterly and monthly work-plan and budget.
- Under supervision and support of CEO to lead the project team, technical partners, and local partners; mobilise other resources to successfully and timely achieve the project expected outputs, outcomes.
- Promote the project, engage local partners, policy makers, potential SME and supporters in the project implementation.
- Work with the project team and consultants to design and deliver (selected) business development support services to SME, including:
  - o mapping and screening SME in the selected fruit and vegetable value chains,
  - o conducting organisation capacity assessment (OCA) of potential SME;
  - o facilitating business development trainings/ workshops,



- Facilitate relevant activities to increase SME's access to finance, including equity and loan...
  - Impact Measurement
- Responsible for the project monitoring, the project's progress and financial reports
- Ensure a close, clear and adequate communication with the project team and the project's stakeholders (donors, local partners, technical consultants, local communities, SME participated in the project and others)
- Build a trustful and effective partnership between CSIP, SME and partners.
- Actively engage in the program human resource management and capacity building.
- Provide appropriate guidance and coaching support to other team members

**Others:**

- Support CEO in fund raising
- Take other responsibility as request by the CEO.

**Requirements:**

- Strong desire to use his/her own professional expertise to support SME to create positive social and environmental impact in the community.
- Strong commitment and passion to social innovation and social entrepreneurship development.
- BA Degree is required, master degree on business administration, finance, investment is preferable
- At least 3 year experience in similar positions. Experienced working in SME sector or in training/consultation firms is an advantage.
- Sound knowledge and experience in impact investment, access to finance, especially for SME in Vietnam.
- Good knowledge and experience in impact measurement for impact SME.
- Understanding the Inclusive Business concept and practice in Vietnam
- Be a quick learner. Obtain basic understanding on social innovation and social enterprise.
- Capacity to search/obtain, analyze and utilize adequate social, financial, human and intellectual resources for the project implementation.
- Excellent skills in project management, including project planning, implementation, monitoring and evaluation.



- Good written and verbal communication and presentation skills in both Vietnamese and English.
- Respect the work ethics, hard-working, self-discipline and work professionally
- Understand the team dynamic and be a good team player.

**How to apply:**

Interested candidate should send a CV and a letter of interest to email [hr@csip.vn](mailto:hr@csip.vn), subject title: Application for Project Coordinator (EFD2). Deadline is 5pm, 15 November 2018. Only shortlisted candidate will be contacted.