

IT Consultant

Title: IT Consultant

Program: USAID Linkages for Small and Medium Enterprises (LinkSME) Project

Location: Hanoi, Vietnam

Start Date: -March 2019

IESC – the International Executive Service Corps – is a U.S.-based nonprofit that seeks private enterprise solutions to problems of poverty in developing countries and around the world. By providing a mix of technical assistance and volunteer expert support, IESC works with emerging industries, financial institutions, and governments to stabilize economic environments, increase opportunity, and promote growth. We have completed over 25,500 projects in more than 130 countries worldwide.

IESC is seeking an IT Consultant for the USAID-funded Linkages for Small and Medium-Sized Enterprises (LinkSME) Activity in Vietnam. The five-year Activity links Vietnamese SMEs with foreign firms already operating in and exporting from Vietnam in order to integrate SMEs into the global value chain and accelerate domestic SME growth. The LinkSME Activity will create systemic changes in business relationships between Vietnamese SMEs and foreign firms, as well as significant increases in the quantity and/or quality of business linkages between Vietnamese SMEs and foreign firms.

Under the direction of the Director of Finance & Administration, the IT consultant will work part time and be based in Hanoi.

DUTIES AND RESPONSIBILITIES:

- Work with the LinkSME team in designing, developing, and managing the Activity database of businesses;
- Design, develop, and manage the online system to facilitate easy submission of RFP applications by SMEs;
- Take a lead in beta testing the database and application system amongst Vietnamese SME beneficiaries and modify the online database as needed to improve the functionality and usability of the product;
- Work with SME beneficiaries to assess and build their technological capacity for enhanced operational efficiency;
- Support upgrades in process technologies for SMEs in order to get them supply chain ready;
- Work with the MEL Manager and MEL Officers to build the Activity database for data collection and other MEL-related activities;
- Work with MEL Manager and MEL Officers to obtain SME and foreign firm data and statistics for monitoring and CLA purposes;
- Liaise with the communications and outreach partner in developing and sharing online applications;

- Assist in rolling out the product, including communications, outreach, and training of LinkSME beneficiaries;
- Assist with the planning and delivering of SME training sessions as needed;
- Liaise with the local IT service provider to maintain and manage ICT equipment and software, and to provide IT support services to all Activity staff;
- Provide input to bi-weekly reports, semi-annual, and other reports as needed; and
- Perform any other task assigned by the supervisor to meet Activity objectives.

QUALIFICATIONS:

- Bachelor's or Bachelor's degree in information and communication technology, management information systems, or relevant field, Master's degree is preferred;
- At least five years hands-on experience working in the IT field;
- Experience designing, developing, and managing project databases required;
- Previous experience working on U.S. Government funded projects preferred;
- Extensive experience with the Microsoft suite of products such as MS Office, Access, Excel, Power Point and Outlook;
- Maturity, professionalism, positive attitude and displays acceptable behavior; and
- Fluency in Vietnamese and English required.

Please apply to hr.linksme@gmail.com and put the title of the position you are applying for in the subject line. IESC is an Equal Opportunity Employer. Please note that this position is intended for a Vietnamese national or a person with legal residency and work eligibility in Vietnam. CV and letter of interest should be in English. Applications will be reviewed on a rolling basis and the position will remain open until filled. Early applications by **COB March 01, 2019** are strongly encouraged