



Project Officer, Regional Biotrade Project, based in Hanoi

HELKETAS, 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. HELKETAS promotes fair access to essential resources and protect social, economic, political, environmental and cultural rights.

HELKETAS Vietnam is looking for an analytical, business-minded and ambitious Vietnamese national to take on the challenging role of Project Officer for the SECO-funded *Regional Biotrade Project in SE Asia*. As part of the Regional Biotrade Project team, the project officer will work with private sector partners and industry associations to promote the export of sustainably produced natural ingredients from Vietnam. For the right candidate, this position offers opportunities to connect and collaborate with sister programs in Laos and Myanmar and for occasional travel to Europe, North America and other countries identified as target markets. The preferred starting date for the position is May or June, 2019.

DUTIES & RESPONSIBILITIES

- Conduct analysis to identify opportunities and challenges in natural ingredient market systems
- Identify businesses to partner with and help these businesses elaborate economically, ecologically and socially sustainable business models, following the principles of Ethical BioTrade
- Define intervention strategies necessary to achieve the envisaged business models,
- Link market actors, arrange or provide capacity development or support in other necessary manners, following your intervention strategies
- Collect and document information, knowledge, and learning relevant for the improvement of intervention strategies
- Contribute to the development of publications, learning material, documentaries etc.
- Contribute to project annual planning & reporting
- Actively share learning within your national team, the members of the Laos and Myanmar team as well as other interested groups, internally and externally
- Monitor progress of partners and regularly update the project manager and project partners.

REQUIRED QUALIFICATIONS:

- Master's degree in International Development, Agricultural Economics, Business Administration, Gender Studies or another related field
- Three or more years of experience, in international development, business consulting, or an export-related private business.
- A creative and personable team player, able to work collaboratively with colleagues to identify and analyse problems and propose innovative solutions
- Excellent spoken and written Vietnamese and English, with knowledge of French, German or Vietnamese minority languages an advantage
- Good command of MS Office suite, knowledge of Access or Web design would be an advantage

Interested candidates should send applications (CV plus motivation letters and copies of diplomas) to Ms. Trieu Tu Anh, email: trieu.tuanh@helvetas.org or post to HELKETAS Vietnam 298F Kim Ma Street, **Hanoi by May 10, 2019**. Only short-listed candidates will be contacted.