



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.

HELNETAS Germany in Vietnam is looking for a motivated, competent and professional Project Manager for the EU-funded project "Scaling Up of Biotrade Initiatives Within Phyto-Pharmaceutical Sector in Vietnam". As part of the HELNETAS Vietnam team, the manager will lead the project and achieve its goal of upscaling the sustainable Ethical BioTrade (EBT) business model in the Natural Ingredient (NI) sector of Vietnam. The preferred starting date for the position is May or June, 2019.

DUTIES & RESPONSIBILITIES

- Overall responsibility for effective management and implementation of the project;
- Overall responsibility for project outputs and outcomes, ensuring that implementation of programme activities occur according to the agreed time schedule;
- Prepare budget figures and text as per HELNETAS and donor specific requirements;
- Responsible for the management of project staff and consultants: define the job description, define the operational and activity plans with the staff and monitor and qualify the results and outcomes of the activities;
- Ensure that financial flow is provided according to the existing contracts and agreements, taking special care of major investments;
- Prepare TORs and contracts for outsourced activities and consultancies, participating in the selection of the consultants and monitoring and evaluating consultants' inputs;
- Operate the monitoring and evaluation system which ensures results, effectiveness and quality;
- Keep in contact and co-ordinate with project partners, stakeholders, service providers and other relevant national and international institutions and organisations;
- Ensure all procedures are in line with Helvetas Vietnam personnel, administrative and financial manuals;
- Representing HELNETAS Vietnam in the related events and networking opportunities or as assigned by the country director.

REQUIRED QUALIFICATIONS:

- Degree in Agriculture, Forestry, Agricultural Economics, Marketing, or another related field
- Five or more years of experience, including at least two years of management experience in international development projects, or private business development.
- Good communication skills, especially in communicating with various partners at various levels
- Strong organizational and team building capability as well as gender sensitivity
- Excellent spoken and written Vietnamese and English
- 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 oand Helvetas.vietnam@helvetas.org or post to HELNETAS Vietnam 298F Kim Ma Street, Hanoi by **14 May, 2019**. Only short-listed candidates will be contacted.