

**RECRUITMENT NOTICES FOR
PROJECT ASSISTANT/PROJECT SECRETARY (01 POSITION) AND
PROJECT OFFICER (01 POSITION)**

**PACKAGE TV-09: “CONSULTANT FOR HCMC SEWERAGE MASTER PLAN
UPDATE AND ADJUSTMENT” - SECOND HO CHI MINH CITY
ENVIRONMENTAL SANITATION PROJECT**

RECRUITMENT NOTICE FOR PROJECT ASSISTANT

**PACKAGE TV-09: “CONSULTANT FOR HCMC SEWERAGE MASTER PLAN
UPDATE AND ADJUSTMENT” - SECOND HO CHI MINH CITY
ENVIRONMENTAL SANITATION PROJECT (HCMCES-2)**

Job title: Project Assistant/Project Secretary (at least 8 months from 1st December)

Position description: Providing a full range of office support work to the project

Reports to: Project Manager/Team Leader/Manager of Hanoi Office

Main place of work: **Ho Chi Minh City, Vietnam**

BACKGROUND

The Socialist Republic of Vietnam has received financing from the International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA) in the form of a loan toward the cost of the Second Ho Chi Minh City Environmental Sanitation Project (hereinafter called “HCMCES-2”).

Main components of the HCMCES-2 project are:

- Component 1: Interceptor.
- Component 2: Wastewater Treatment Plant.
- Component 3: Sewerage in District 2 Area:
- Component 4A: Construction Supervision and Project Management: This component includes several packages, including one for the master plan review and update (package TV-09);
- Component 4B: Land Acquisition.

Under Component 4A, scope of Package TV-09 is to update and make adjustment of the specialized planning on the foundation level and urban surface drainage, urban sewerage for covering of 19 districts (District 1, 2, 3, 4, 5, 6, 7, 8, 9, 10,11, 12, Binh Tan, Binh Thanh, Tan Binh, Go Vap, Phu Nhuan, Tan Phu, Thu Duc District) and 4 rural districts (Nha Be, Cu Chi, Hoc Mon, Binh Chanh) according to the oriented adjustment of the urban drainage development up to 2030 and a vision to 2050 approved by the Prime Minister.

ROLE AND RESPONSIBILITIES OF THE PROJECT ASSISTANT

- Provide full logistical, secretarial and organizational support to the project related activities including
 - ✓ arranging local travel schedule, flight and hotel bookings;
 - ✓ organizing meetings/events/workshops/trainings...
 - ✓ coordinating schedules, monitor and communicate changes and other information to the related staff;
 - ✓ creating and maintain up-to-date paper and electronic files, documents and correspondences;
 - ✓ assisting in preparation of various presentation materials in power points
 - ✓ Other administrative tasks to ensure smooth office running
- Work closely with and provide back-up support to other project staff;
- Prepare meeting notes as required
- Support in translation of project documents
- Other tasks assigned by the Team Leader, Project Director and Manager in Hanoi Office

REQUIREMENTS

- Holding a bachelor degree in relevant fields;
- English proficiency in listening, speaking, reading and writing;
- At least 2 years of working experience in equivalent position
- Ability to meet deadlines;
- Ability to work under high pressure;
- High team work spirit, Responsibility, Trustful, Enthusiastic
- Well versed in using office applications (Excel, word, powerpoint);
- Discretion and respect for confidentiality;
- Good communication skill;
- Priority is given to candidate who has worked for infrastructure development projects
- **Priority is given to the candidates who submit applications early**

CONDITIONS OF EMPLOYMENT

- Full-time employment;
- Competitive remuneration package;
- Starting: 1st December 2019
- Contract term: 8 months;
- Professional, dynamic working environment.

HOW TO APPLY

Interested candidates should send application (CV and application letter) to Mrs. Dinh Hoang Anh at hoanganh.dinh@sweco.dk by 11 November 2019. **Please indicate clearly the position you are applying for in the email subject.**

Only those who are qualified for interviews will be contacted.

RECRUITMENT NOTICE FOR PROJECT OFFICER

PACKAGE TV-09: “CONSULTANT FOR HCMC SEWERAGE MASTER PLAN UPDATE AND ADJUSTMENT” - SECOND HO CHI MINH CITY ENVIRONMENTAL SANITATION PROJECT (HCMCES-2)

Job title: Project Officer

Position description: Providing a full range of project coordination and program development

Reports to: Project Director/Manager of Hanoi Office

Main place of work: Hanoi, Vietnam

ROLE AND RESPONSIBILITIES OF THE PROJECT OFFICER

- Contributing to project coordination and program development
- Contributing to project tendering processes and development of proposals
- Identification of international experts to meet with requirements of the project ToR
- Liaising with local/international partners and Clients
- Attending and preparing minutes of meeting where requested.
- Provide administration support as and when needed
- Provide support to international missions as and when needed
- Act as an interpreter and translator when required.
- Other tasks assigned by the Team Leader, Project Director and Manager in Hanoi Office

MINIMUM REQUIREMENTS:

- University degree with good grade.
- 5 years of working experience with international organisations especially in consultancy services for ODA projects. Priority is given to candidates who have worked for infrastructure development projects
- Excellent written and spoken language skills in both Vietnamese and English.
- Strong interpersonal skills and commitment to work in a team-oriented, multi-cultural environment.
- Organizational and practical problem-solving skills and ability to deliver assignments in a timely manner under severe time pressures.
- Excellent computer skills including word processing (MS Word), Excel, PowerPoint.
- **Priority is given to the candidates who submit applications early**

CONDITIONS OF EMPLOYMENT

- Full-time employment;
- Competitive remuneration package;
- Starting: asap
- Contract term: 1 year with possible extension
- Professional, dynamic working environment.

HOW TO APPLY

Interested candidates should send application (CV and application letter) to Mrs. Dinh Hoang Anh at hoanganh.dinh@sweco.dk by 11 November 2019. **Please indicate clearly the position you are applying for in the email subject.**

Only those who are qualified for interviews will be contacted.