

USAID Linkages for Small and Medium Enterprises Project

USAID LinkSME

SCOPE OF WORK

Title: Senior Policy Adviser

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

Location: Hanoi, Vietnam

Employee classification: Long-term part-time employee

Expected Duration: Through September 30, 2020 with possible extension upon demand

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 25,000 projects in more than 130 countries worldwide.

IESC is seeking a long-term part-time **Senior Policy Adviser** for the USAID-funded Linkages for Small and Medium Enterprises (LinkSME) Project in Vietnam. The project links Vietnamese small and medium enterprises (SMEs) with lead firms (LFs) in order to integrate SMEs into manufacturing supply chains and accelerate domestic SME growth. The USAID LinkSME project will create systemic changes in business relationships between Vietnamese SMEs and lead firms, as well as significant increases in the quantity and/or quality of business linkages between Vietnamese SMEs and lead firms.

DUTIES AND RESPONSIBILITIES:

- Provide necessary technical assistance to the Office of Government of Vietnam and other relevant stakeholders including government and non-government agencies to implement institutional reforms, simplify regulations, simplify administrative procedures, and reduce compliance costs for SMEs to link to global supply chains under the Component 1 of the Project.
- Provide policy and regulation analysis and recommendations as needed to improve the business environment, making it easier for Vietnam's SMEs to link up with lead firms/global value chains and complete transactions once they enter into business.
- Support government partners in developing policy initiatives for legislative and regulatory reforms to improve the business environment and cut compliance costs for SMEs participating in supply chains; aid the partners in drafting legal instruments such as laws and decrees and technical guidance for implementation of laws and decrees.
- Engage and work with local and international short-term technical consultants to make their consultancy for relevant to Vietnamese context and needs.
- Support government partners with consultation activities for policy analysis and legislative development.

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- Support government partners in working with foreign partners and international consultants in carrying out project activities.
- Report to the leader of Component 1 under the Office of Government and the COP and USAID LinkSME office.
- Other tasks relevant to the USAID LinkSME project as required by the PMU and Project Office.

QUALIFICATIONS AND REQUIREMENTS:

- Vietnamese national;
- Advanced degree, PhD as plus, in business, economics or related field required;
- Minimum 10 years work experience in regulatory reform, economic and business policy development and advice in public sector/policy making bodies or providing services to public sector/ policy making bodies;
- Familiar with the legal and regulatory environment for the private sector in Vietnam, the country context, the structure, interaction, and capacity of SMEs, and the operation of supply chains;
- Must have prior experience working with government agencies responsible for business regulations and enterprise development or working experience of providing consultancy to or working with USAID projects;
- Familiar with Vietnamese business community, especially SMEs and business support organizations such as AmCham, EUROCHAM, VASI, VINASME, etc.;
- Fluency in written and spoken English required (minimum TOEFL 100, IELTS 7.0 or equivalent);
- Demonstrated leadership, integrity, and organizational skills;
- Maturity, professionalism, positive attitude, and self-motivation.

Level of Effort (LOE)

The Senior Policy Adviser will work a maximum of 120 days through September 30, 2020, extendable by 20 days upon practical demand of OOG and request from COP. Monthly LOE can vary according to practical demand. The consultant will work in Ha Noi with business travel to other locations in Vietnam or abroad as required.

Interested candidates are requested to submit their application ONLY at the following link: <https://chp.tbe.taleo.net/chp01/ats/careers/v2/viewRequisition?org=IESCORG&cws=39&rid=1246>

IESC is an Equal Opportunity Employer. Please note that this position is intended for a Vietnamese national. 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 **27th November** are strongly encouraged.