

USAID Linkages for Small and Medium Enterprises Project

USAID LinkSME

SCOPE OF WORK

Title: GVN Project Coordinator

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

Location: Hanoi, Vietnam

Employee classification: Long-term & Full-time employee

Expected Duration: 1 year with possible extension upon project 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 **full-time Government of Vietnam (GVN) Project Coordinator** for the USAID-funded Linkages for Small and Medium Enterprises (LinkSME) project in Vietnam. This position will be based in the Project Management Unit (PMU) as needed and work under supervision of the PMU to coordinate all project components. 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 daily work of the PMU located under the Office of Government of Vietnam, with the goal of meeting all project objectives;
- Act as primary liaison between the Project Office, the Project Management Unit (PMU), and the component managers;
- Act as a liaison between the project and other stakeholders to ensuring smooth collaboration and progress of the project;
- Work directly with the Project Office to set up workplan framework to support the development of the annual workplan;
- Advise PMU and head of components on the proposal and development of annual workplan, provide technical comments on the activities proposed to the workplan by counterparts;
- Coordinate with the MEL Team to propose a methodology for monitoring and evaluating the project from the perspective of PMU, ensuring harmonization with the contractually required indicators;

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- Support the PMU in regular monitoring of project activities, propose timely actions to deal with issues and opportunities relating to the implementation of workplan;
- Ensure timely response to all project management deadlines, including expediting all necessary approvals, to ensure smooth and timely implementation of the project;
- Draft regular report(s) on the progress of the project as required by the PMU;
- Support, prepare agenda and related materials for Project Steering Committee and PMU meetings; and
- Other reasonable support related to the USAID LinkSME project as required by the Steering Committee, PMU, and Project Office.

QUALIFICATIONS AND REQUIREMENTS:

- Vietnamese national;
- University degree in business, economics or related field required; Masters or higher preferred.
- 5-10 years' work experience;
- Excellent understanding about SMEs, lead firms, supply chain operations, and the macroeconomic environment required;
- Experience in implementing regulatory reform projects is a decided advantage;
- Must have prior experience working with government agencies responsible for business regulations and enterprise development, or experience providing consultancy to or working with USAID projects;
- Familiar with Vietnamese business community, especially SMEs and foreign business associations such as AmCham, EUROCHAM, VASI, VINASME, etc.
- Demonstrated leadership, integrity, and organizational skills;
- Fluency in written and spoken English required (English test will be exempted for candidates with TOEFL 100, IELTS 7.0 or equivalent);
- Maturity, professionalism, positive attitude, and self-motivation.

The GVN Project Coordinator is a USAID LinkSME employee who will work full-time in Hanoi, under direct and daily supervision of the PMU and will be based at the location agreed by the PMU. Business travel to other locations in Vietnam or abroad will be 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=1245>

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.