

USAID Linkages for Small and Medium Enterprises Project

USAID LinkSME

SCOPE OF WORK

Title: AED Project Coordinator

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

Location: Hanoi, Vietnam

Employee classification: Long-term, part-time employee

Expected Duration: Approximately 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 **part-time Agency for Enterprise Development (AED) Project Coordinator** for the USAID-funded Linkages for Small and Medium Enterprises (LinkSME) project in Vietnam. This position will be based in the AED office at the Ministry of Planning and Investment and work under supervision of the AED to coordinate project component 3. The USAID LinkSME 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 USAID LinkSME project work of component 3 lead AED, with the goal of meeting all project objectives;
- Act as primary liaison between the Project Office, the Project Management Unit (PMU), and the component 3 lead AED;
- Act as a liaison between the project and other stakeholders such as ministries, industry sectors, provincial authorities, and business associations to collect information, issues, and recommendations to ensure smooth collaboration and progress of the project;
- Assist stakeholders and counterparts to develop and implement programs to support SME capacity building and supply chain linkages, and work with Project Office on drafting concept notes;
- Support in planning the organization of conferences, consultations, and events at central and local levels;

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- Work directly with the Project Office to support the development of the annual workplan, and provide technical comments on the activities proposed to the workplan by counterparts;
- Coordinate with the monitoring, evaluation, and learning (MEL) Team to ensure data collection and harmonization with the contractually required indicators;
- 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 AED; and
- Other reasonable support related to the USAID LinkSME project as required.

QUALIFICATIONS AND REQUIREMENTS:

- Vietnamese national;
- University degree in business, economics or related field required; Masters or higher preferred.
- Minimum 5 years' work experience;
- Excellent understanding about SMEs, lead firms, supply chain operations, and the macroeconomic environment required;
- Experience in value chain for sectors such as metals, electronics, garments/textiles, furniture, or agroprocessing is an advantage;
- Experience in implementing SME technical support and linkage projects is a decided advantage;
- Must have prior experience working with government agencies responsible for enterprise development, or experience providing consultancy to and/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;
- Maturity, professionalism, positive attitude, and self-motivation.

The AED Project Coordinator is a USAID LinkSME employee who will work a maximum of 100 days through September 30, 2020, extendable by 20 days upon practical demand of AED and request from the Project Director. Monthly LOE can vary according to practical demand. The consultant will work in Ha Noi with business travel to other locations 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=1264>

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 December** are strongly encouraged.