



TERMS OF REFERENCE

Position Title:	National Coordinator
Location:	Home office, Hanoi, Vietnam
Application closing date:	15 June 2020
Estimated Start Date:	1 July 2020

I. BACKGROUND

Clean Air Asia works towards achieving better air quality and livable cities by translating knowledge to policies and actions that reduce air pollution and greenhouse emissions from transport, energy, and other sectors. Clean Air Asia was established as the leading air quality management network for Asia by the Asian Development Bank, World Bank and USAID in 2001, and operates since 2007 as an independent non-profit organization. Clean Air Asia has offices in Manila, Beijing and Delhi, networks in several Asian countries and is a United Nations-recognized partnership of more than 250 organizations in Asia and worldwide.

We are currently recruiting for a National Coordinator based in Hanoi, Vietnam. A self-motivated and independent individual with a technically-sound knowledge in sustainable transportation and air quality management, demonstrated skills in stakeholder engagement, oral and written communication, and research, and with experience in project management would be an ideal candidate.

II. JOB PURPOSE

The National Coordinator will provide leadership in the management, development and implementation of activities and projects of Clean Air Asia in Vietnam focusing on sustainable transportation. The National Coordinator will be responsible for providing the managerial and technical guidance to meet the objectives of the organization's programs and ensure the timely delivery of project outputs in close consultation with the network of relationships that the National Coordinator is to establish within the country. The National Coordinator will also provide technical and administrative support where necessary to carry out program and project activities in the country.

III. RESPONSIBILITIES AND SCOPE OF WORK

Under the direct supervision of the Sustainable Transport Program Coordinator, the primary duties include:

A. Country Program Planning and Development

- Lead in keeping track of relevant updates, emerging trends and developments in sustainable transport and air quality management in the country. This includes keeping abreast on the

latest policy developments and having a clear vision and direction on what is needed in the country for better air quality management and sustainable transport.

- Be the lead person in the organization with in-depth and most updated knowledge on the air quality and climate change and sustainable transport in the country.

B. Country Project Management, Implementation and Coordination

- Provide technical expertise and guidance to effectively plan, implement, and evaluate the project activities in the country. This includes preparing, reviewing, and disseminating reports as well as guidance on the suitable approaches.
- Lead staff in planning and implementing project activities in the country including research and analysis, preparation of reports, meeting proceedings, presentations, organizing of workshops, conferences and events.

C. Management

- Develop and maintain strong professional relationships with key Clean Air Asia partners and stakeholders in the country including those in government, private sector and civil society organizations.
- Represent Clean Air Asia in selected, approved meetings or conferences and effectively communicate Clean Air Asia's position on policy issues in the country.
- Deliver other tasks assigned by Sustainable Transport Program Coordinator as well as the Deputy Executive Director.

IV. ELIGIBILITY REQUIREMENTS AND CRITERIA

- Master's degree in environmental management, environmental science, engineering, economics, atmospheric science, or any related discipline.
- Should be based in Hanoi, Vietnam.
- Demonstrated written and oral communication skills in native language and in English.
- At least 5 years of experience working on environmental issues in the country
- Capable of representing Clean Air Asia at high-level meetings and workshops
- Experience in project management and stakeholder coordination
- Strong interest and demonstrated capacity in research, data collection and analysis
- Excellent interpersonal skills
- Demonstrated attention to detail
- Proven ability to meet deadlines and work on multiple projects simultaneously
- Ability to work independently and as part of multi-cultural and multi-disciplinary team

V. DURATION, REMUNERATION and OTHER BENEFITS

The selected candidate will be appointed from 1 July 2020 to 30 June 2023 under an intermittent and lumpsum contract. Clean Air Asia also provides opportunities for travel domestically and internationally.

VI. HOW TO APPLY

Quoting reference application “National Coordinator - Vietnam” in the subject line, applicants should email their application letter, current CV (as Word attachments), to Clean Air Asia, center@cleanairasia.org, on or before **15 June 2020**. All applicants should state the reasons for their interest in the position, relevant details of qualifications and experience (inclusion of documents/files demonstrating previous work is encouraged), and contact details for three referees. We encourage early application as applications will be processed as they are received so the recruiting process may end earlier than the closing date. Only shortlisted candidates will be contacted. For further information on the position you may contact Ms. Jovy Corona, at joyy.corona@cleanairasia.org.

ABOUT CLEAN AIR ASIA

Clean Air Asia is an international non-governmental organization leading the regional mission for better air quality, and healthier, more livable cities throughout Asia. We work with partners to reduce air pollution and greenhouse gas emissions across Asia by building capacity, advocating for effective and appropriate policies and practice, and informing stakeholders of air pollution and climate change impacts. We aim to reduce air pollution and greenhouse gas emissions in 1000+ cities in Asia through a range of innovative policies and programs covering air quality, transport and industrial emissions, and energy use. We work with energy, environment, health and transport ministries, cities, the private sector, development agencies, academia and civil society to provide leadership and technical knowledge in Air Quality and Climate Change and Sustainable Transportation (Low Emissions Urban Development, Clean Fuels and Vehicles, Green Freight and Logistics), and Clean Air Certification. Clean Air Asia is headquartered in Manila and has offices in Beijing and Delhi.

Clean Air Asia’s approach is one of science-based, actionable guidance combined with an ethos of partnerships and collaboration to ensure our work has meaningful and sustainable impact.

We are a member of multiple regional and international committees and forums, including the Air Quality Technical Working Group under the Regional Forum on Environment and Health, the Partnership for Clean Fuels and Vehicles, the Global Fuel Economy Initiative, the ASEAN Working Group on Environmentally Sustainable Cities, the Asian Co-benefits Partnership, the Climate and Clean Air Coalition, the Global Atmospheric Pollution Forum, the Asia LEDS Partnership, the Global LEDS Transport Working Group, the Partnership on Sustainable, Low Carbon Transport, and the Urban Electromobility Initiative.

Our Better Air Quality Conference, a biennial event first held in 2002, brings together more than 1,000 policymakers, practitioners and industry leaders in developing solutions for cleaner air and livable cities. It is Asia’s largest and most prestigious air quality gathering.

In 2008, Clean Air Asia became a United Nations-recognized partnership comprised of more than 250 organizations in Asia and internationally, with six Country Networks (Indonesia, Malaysia, Nepal, the Philippines, Sri Lanka and Vietnam).