



Small & Growing Businesses (SGBs) Portfolio Manager

About the role

The purpose of the USAID Improving Private Sector Competitiveness Activity (“Activity”) is to remove constraints and build the competitiveness of small and growing businesses (SGBs) in Vietnam, including those led by vulnerable populations. With this activity, USAID/Vietnam is supporting Vietnam’s competitiveness: vertically at the policy, market and firm level; and horizontally by working along the entire spectrum of enterprise growth models, from household businesses transforming into registered firms to small firms on the cusp of scaling up. Deloitte Consulting LLP (“Deloitte”) is implementing this Activity on behalf of USAID. The Agency for Enterprise Development of the Ministry of Planning and Investment is the Vietnam Government counterpart of IPS-C. CARE is the Sub-Contractor.

The Activity is made up of four interrelated Objectives:

Objective 1. Building business management capacity of SGBs, including those led by vulnerable populations (particularly women and ethnic minorities),

Objective 2. Improving efficiency and productivity by promoting innovation, technology adoption, and sustainable business models,

Objective 3. Enhancing business enabling environment for a broad-based inclusive economy,

Objective 4. Strengthening business-to-business (B2B) and cross-sectoral linkages.

Summary of Activities

The SGBs Portfolio Manager will identify SGBs and lead support activities contributing to achieving the project goals by providing technical assistance to 5,000 SGBs, of which at least 300 SGBs will engage regional and international markets and at least 60 Pioneering Enterprises (PEs) will receive comprehensive technical assistance packages to bring “Made by Vietnam” products to regional and international markets. The five sectors that IPS-C is currently focusing on include: tourism, ICT, agriculture, logistics, and manufacturing.

Key responsibilities

The SGBs Portfolio Manager shall perform the following tasks:

1. Manage a portfolio of approved SGBs supported by the project and grow the portfolio by expanding existing customer relationships.
2. Take a leading role in identification, screening and selection of additional SGBs potentially eligible for project support based on project selection criteria, including businesses led by members of vulnerable populations and Pioneering Enterprises (PEs).
3. Collaborate with the Skills Training Specialist to undertake a Training Needs Analysis for selected SGBs, consulting with them to identify their capacity improvement priorities.
4. Provide input in developing scopes of work/Request for proposals to select appropriately qualified providers to deliver technical assistance (TA) for selected SGBs.
5. Coordinate the Diagnostic Assessments of potential PEs - implemented by high-quality professional consultancy service providers - and follow up, review, and monitor the progress and quality of services delivered based on approved, customized TA plans from the Diagnostic Report for selected PEs.

6. Supervise selected training providers to design and deliver TA packages to address capacity improvement requirements and ensure efficient and effective implementation of project activities.
7. Support development and refinement of a self-assessment toolkit to enable SGBs to improve business performance through adaptive and innovative business strategies.
8. Arrange periodic meetings with SGBs and PEs to monitor project support and address any emerging issues.
9. Support coordination and expansion of the coaching and mentorship network for SGBs.
10. In conjunction with the MEL Manager, collect and report on relevant data for reporting to USAID and project partners.
11. Contribute regular inputs for IPS-C's weekly, quarterly, and annual reporting, in addition to creating success stories as required.
12. Carry out additional tasks, as per the request of the Team Lead within the scope of the adviser's expertise and experience.

Ideally you will have:

- Master's degree in Economics, Business Administration, or related field with a minimum eight years of full-time professional experience.
- Proven experience working on private sector development, particularly with SGBs and PEs.
- Proven experience in designing capacity building and technical assistance programs for SGBs and PEs.
- Strong knowledge of private sector economic development including an understanding of domestic and international markets, trends, and business directions.
- Experience in supporting enterprises to develop a Vietnamese brand or bringing Vietnamese products to regional and international markets is a plus.
- Proven experience in effective strategic planning and direction setting, with strong conceptual and analytical skills.
- Practical understanding of social inclusion, gender equity, and women's economic empowerment.
- Demonstrated high level organizational and time management skills, including the ability to manage workflow and balance competing priorities to ensure deadlines are met.
- Experience working in a team environment, possessing excellent people skills.
- Vietnamese nationality.
- Fluency in spoken and written English and Vietnamese and proficiency in reporting and presenting.

Reporting Requirements

This position will report to the Objective 1 Team Lead, Business Management Capacity Building.

Place, Period of Performance and Level of Effort:

- Level of effort: Full time
- Expected start date: February 2022
- End date: December 2025
- Location: Hanoi, Vietnam with travel to other provinces as required

Why you should apply:

- Ongoing professional and personal development
- A dynamic and innovative environment
- Supportive teams
- A comprehensive benefit package

Small and Growing Business (SGB): An organization/economic unit of Vietnam, including enterprises, under the provisions of the Law on Enterprises, cooperatives operating under the provisions of the Law on Cooperatives, and business households registered in accordance with Vietnamese law, which employs no more than 500 full-time employees, has growth potential but lacks the resources of knowledge, finance, human resources, and technology to realize its goals and growth potential.

Pioneering SGBs or Pioneering Enterprises (PEs): A growing Vietnamese enterprise with Vietnamese-branded products, good competitiveness, the ability to lead and expand in the industry, sector, and locality, good management capacity and willingness to innovate and produce products with high added value, with the vision/objective to build a Vietnamese brand in the international market.

Business Development Service Provider (BDSP): Agencies, organizations and enterprises in both the public and private sector with functions, duties/business lines providing non-financial services to support enterprises to improve operational efficiency and business development.

Business Support Organization (BSO): An organization with the function and mission to connect and support business development, often including business associations/clubs, industries, etc.

Application Deadline: 5:00 pm 20 January 2022

Interested?

We invite **Vietnamese candidate** to submit expressions of interest to join our team. Please click the Apply button and complete online application form linked to the vacancy on our careers page <https://www.careers-page.com/care-vietnam>. Please ensure you attach your CV and cover letter in English language before submitting.

CARE International in Vietnam is a creative and dynamic organisation which has worked with Vietnamese and international partner organisations since 1989 in over 300 projects. We recognise that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices which contribute to the exclusion and vulnerability of particular groups in society. Our long term programme goals in Vietnam are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances and have a legitimate voice. To learn more, visit: www.care.org.vn

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities, and people with disabilities are strongly encouraged to apply.

Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment; and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. In addition to pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Team Leader.