



# Vietnam Project Coordinator

## Overview

[Allotrope Partners](#) is an international clean energy advisory firm with the mission to accelerate the transition to a sustainable, decarbonized energy future. Allotrope is headquartered in the United States, with key staff based in Vietnam, the Philippines, Indonesia, and other Asian markets. Allotrope provides strategic consulting services and transaction support to some of the world's leading corporate clean energy purchasers and leads multiple public-private partnership initiatives to scale clean energy and green finance in emerging markets.

One of Allotrope's key initiatives is the Clean Energy Investment Accelerator (CEIA; [www.cleanenergyinvest.org](http://www.cleanenergyinvest.org)). The CEIA is a public-private partnership initiative jointly led by Allotrope Partners, the World Resources Institute (WRI), and the U.S. National Renewable Energy Laboratory (NREL). CEIA is a multi-year effort in Vietnam and other markets to facilitate clean energy procurement and market transformation, with a focus on commercial and industrial (C&I) energy users and close engagement with supply chain manufacturers, investors, developers, government policymakers, and other stakeholders.

## Position Description

The *Vietnam Project Coordinator* position, contracted by Allotrope Partners, will support CEIA Vietnam in a range of activities. This position will report to the Allotrope Vietnam Country Director, in close coordination with the Allotrope Vietnam Strategic Advisor, who serve as the CEIA Vietnam co-leads. This position will coordinate closely with regional and global CEIA team members from Allotrope, WRI, and NREL as well as other partners and stakeholders.

## Responsibilities

The main tasks of the Project Coordinator will include, but not be limited to the following:

### *Project Coordination and Analysis*

- Assist the CEIA Vietnam team to review and track project timelines to ensure progress is properly recorded and monitored.
- Work with the CEIA Vietnam team to carry out day-to-day project administration and implementation support, project planning and reporting processes, and other administrative duties as needed, including: scheduling team meetings, taking and circulating meeting notes, ensuring follow-up on action items as appropriate, tracking project deliverables and timelines.
- Providing travel and logistical support for meetings and workshops to advance the CEIA program.
- Coordinate with Southeast Asia and international team members and partners on project administration.
- Research support on clean energy topics in Vietnam that may be relevant for the CEIA work, including but not limited to, renewable energy, battery storage, and sustainable biomass.

### *Communications and Event Planning*

- Participate in organizing internal and external events in collaboration with partners and market stakeholders.
- Develop communications materials for events, publications, and blogs and coordinate outreach.
- Assist in writing newsletters, summarizing news articles and publications, providing brief updates on activities, and supporting donor reporting in collaboration with CEIA team members.
- Assist with coordination between the CEIA Vietnam team and various market stakeholders including commercial and industrial companies, government agencies, and other partners.

- Translate documents and communication materials, between Vietnamese and English as needed, to communicate with local partners and stakeholders.

#### *Business Development and Operations Management*

- Support the identification of grants and other opportunities to deepen and advance the CEIA's work in Vietnam and across Southeast Asia.
- Assist on concept notes and grant proposals for scaling the CEIA's impact
- Support other Allotrope advisory projects or activities as needed.

### **Required Qualifications**

- Legally able to work in Vietnam.
- Fluency in English and Vietnamese, including demonstration of strong English-language speaking and writing skills.
- Prior experience working with a diverse, international English-speaking environment, and ability to provide effective, clear written and verbal communications.
- Bachelor's degree or higher in clean energy, economics, finance, engineering, or a related field is preferred.
- Strong understanding and interest in the energy sector, clean energy technologies and applications, and the impacts of climate change.
- Experience working in a relevant field of sustainable energy, environment, sustainability, research, business, finance, or project development is preferred
- Excellent team-work, strong organizational skills and proven ability to manage multiple ongoing tasks.
- Proven ability to work independently and be a "self-starter".
- Flexible availability to support scheduled teleconferences with international team members in different time zones.
- Willingness to travel within Vietnam for short trips on an occasional basis.

### **How to Apply**

To apply, please send your cover letter and CV, by **October 13, 2022**, to [info@cleanenergyinvest.org](mailto:info@cleanenergyinvest.org).

The email subject line of the application should follow this format: *CEIA Vietnam PC Application\_FirstName\_LastName*. Short-listed candidates will be contacted for interviews and to provide references.

#### **Job Location**

Ho Chi Minh City, Vietnam

#### **Position Type**

Full time, contracted position with expectation for renewal pending successful performance.

#### **Compensation**

Salary will be commensurate with experience.

*Allotrope Partners' policy is to provide equal opportunity to all persons without regard to race, color, creed, religion, national origin, citizenship, sex, age, sexual orientation, gender identity or gender expression, marital status, veteran status, physical or mental disability, or other protected classes prohibited by applicable law. Company policy prohibits harassment of applicants or employees on the basis of any protected classes.*

