

Job Title: **PROVINCIAL PROJECT OFFICER (PPO)**
Project: USAID Sustainable Forest Management
Reports to: Provincial Project Manager
Location: Lao Cai, Son La, Hoa Binh, Thanh Hoa, Nghe An, Quang Tri, Quang Nam
Date: December 2022

DAI Organization and Values

DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner.

DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

Project Background

The USAID Sustainable Forest Management Project (the Project) will work with the Government of Vietnam (GVN) to reduce carbon emissions associated with deforestation, the degradation of natural forests, and poor plantation management. The Project will implement a “Green Prosperity” approach that strengthens local communities’ ability to protect their natural resource base and reduce emissions while building a strong foundation for sustainable livelihoods and equitable economic growth.

The Project will work in seven provinces (Lao Cai, Son La, Hoa Binh, Thanh Hoa, Nghe An, Quang Tri, Quang Nam) and focus on five objectives:

1. Improve and expand community forest management
2. Increase conservation-friendly enterprises in forest-dependent communities
3. Increase functionality of law enforcement system for forest crimes
4. Improve production forest management practices
5. Mobilize domestic resources for forest management and protection

Overview of the Position:

The Provincial Project Officer will provide quality operational and monitoring administrative support to ensure activity implementation in the provincial office are implemented in a timely and efficient manner. S/he will report to and support the Provincial Manager to complete administrative tasks to prepare for field activities, manage day-to-day activities, including supporting management of workshops, data collection, and other administrative technical tasks.

Roles and Responsibilities:

Operational Support (50 percent)

- Be responsible for preparing draft budgets for activities, submitting requisitions, and providing administrative support for provincial level activities in accordance with the Workplan.
- Provide support to prepare trainings, workshops, meetings and mentoring trips (e.g. printing materials, logistics arrangements, etc.).
- Assist in preparing letters to partners, local government authorities and other project/program documents upon requests.
- Take notes at provincial team meetings.
- In coordination with project staff and governmental partners, support in coordination with project staff and governmental partners in arranging logistics services and provide on-site assistance for field trips and project events.
- Provide backup support her/his supervisor to facilitate the registration of the Project activities with respective provincial management authorities for visitors to participate in the provincial activities.
- Support to maintain communication with field office staff on administrative and operational aspects of the project.
- Support clearance of activity expenses, including maintaining invoices, receipts, provincial activity liquidation documents, and other supporting documentation in compliance with DAI and USAID regulations.

Monitoring Support (50 percent)

- Be responsible for collecting field-level data (for monitoring), training data or documentation and data entry in accordance with the project's monitoring and evaluation requirements.
- Provide administrative support to monitoring activities, including supporting follow-up with consultants, PPMU, beneficiaries, and other relevant stakeholders.
- Be responsible for filing field office documentation and evidence, photos.
- Other tasks as required by the Provincial Manager.

Minimum Qualifications

- University degree in business administration, foreign affairs, social science or related field.
- At least 5 years of full-time working experience, of which with at least 3 years of experience relevant to administrative tasks.
- Experience in USAID-funded or non-profit projects is an advantage.
- Good verbal and written communication skills in both Vietnamese and English.
- Good Interpersonal skills.
- Capacity to work with urgency and under time pressure.
- Strong attention to details.

How to apply and requested documents

Interested candidates are requested to submit:

- A CV in English and Vietnamese

- A cover letter in English indicating why they are suitable for this position along with salary requirements and current contact details of at least three referees
- Scanned copy of highest related degrees

via email to our recruitment email at VietnamSFM@dai.com. Please quote the position title in the subject line: "Candidate's full name _ Provincial Project Officer"

Deadline for application: 5.00 p.m. (Hanoi time), December 06, 2022

To learn more about DAI, please visit our website: <https://www.dai.com/>

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. DAI does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, veteran status, or other non-merit factor.