



Job Title: PROVINCIAL PROJECT MANAGER (PPM)
Project: THE USAID SUSTAINABLE FOREST MANAGEMENT PROJECT
Reports to: Chief of Party (COP) or assigned supervisor
Location: Based in Thanh Hoa city, Thanh Hoa province
Date: 2023

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.

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.

OVERVIEW OF THE POSITION:

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” and circular economy 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 and focus on five objectives:

- i. Strengthening community forest management;
- ii. Promoting conservation-friendly enterprises;
- iii. Improving law enforcement to tackle environmental crimes;
- iv. Enhancing the management of production forests; and
- v. Mobilizing domestic resources.

The Project is recruiting a full-time Provincial Project Manager (PPM) to be based in Thanh Hoa province. The PPM will be supervised by COP or assigned supervisor.



ROLES AND RESPONSIBILITIES:

For Operations and Management (30%)

1. Manage the day to day of the provincial office and directly supervise field staff in the province including Admin/logistics Officer, Community Forest Management Coordinator (CFMC), Conservation Enterprise Coordinator (CEC) and Forestry Officer (FO).
2. Be responsible for facilitating the registration of the Project activities with respective provincial management authorities for visitors to participate in the provincial activities.
3. Support Hanoi Operations team in recruitment, selection, performance management and capacity building for field staff.
4. Be responsible for approving provincial activity budgets based on approved annual workplan. Certify timesheets for field staff before obtaining HR's approval.
5. Be authorized for operational approvals based on authorities covered in the Project Schedule of Authority (PSOA).
6. Oversee field operations team to complete logistic tasks such as advance and clearance of advances for activity, reviewing provincial activity liquidation documents.
7. Identify logistics and operations needs for monthly activities and work with Admin team to submit requests for procurement.
8. Approve petty cash payment to ensure the expense is eligible and sufficiently justified.
9. Support the PPMU in preparing Project's correspondence to related stakeholders.
10. Be responsible for building a strong one teamwork, collaboration, coordination, and compliance with DAI's policies and procedures.
11. Build and maintain productive partnership with PPMU and beneficiaries to facilitate the Project implementation smoothly in the province.

For Technical Inputs (50%)

12. Oversee all Project activities, including technical and cross-cutting (e.g. Communications, Gender Equity and Social Inclusion or GESI, GIS, Climate Change Adaptation, Environmental Mitigation and Monitoring Plan) in the designated province.
13. Collect data, documents and regulations/policies from local authorities and other stakeholders for work planning process as needed.
14. Manage the process for developing fiscal year workplans with the PPMU, ensuring that PPMU members are actively involved in the work planning process and project implementation, and identifying capacity needs and support needed to complete tasks.
15. Be responsible for assisting the PPMU to develop its monthly workplans (five objectives, cross-cutting topics) and work in collaboration with the Hanoi-based technical team and the PPMU to carry out project activities as planned.
16. Be responsible for ensuring that all Project activities in the province are implemented in a timely manner and promote learning and sharing of information between different provinces.
17. Jointly with Technical Directors/Leads, be responsible for achievement of designated provincial Project's indicator targets for all Objectives.
18. Co-supervise Community Forest Management Coordinator (CFMC), Conservation Enterprise Coordinator (CEC) and Forestry Officer (FO). Supervise CEC in implementation of Partnership Agreements signed between the Project and the conservation friendly enterprises (CFEs) in the province.
19. Support the Hanoi-based technical team to supervise performance of service providers/consultants.
20. Act as the "political" and technical focal point between the Hanoi-based technical team and the provincial partners/stakeholders. Promote a "one team" approach to the Project implementation. Identify opportunities for technical interventions, improvement, collaboration, and replication as well as constraints and difficulties when implementing activities and propose solutions to overcome.



For Monitoring and Reporting (20%)

21. Ensure that progress and results of **all project activities** in the province are well monitored and timely reported.
22. Collaborate with Monitoring, Evaluation and Learning (MEL) Team for M&E data collection and evidence as the proves for indicator achievement that is reporting to USAID and Government of Vietnam (GVN).
23. Regularly update information on the implementation progress and indicator achievements of activities implemented in the province to the MIS system with support from CEC, CFMC, FO.
24. Be responsible for reporting of the Project activity progress and indicator achievement in the province (quarterly and annually) and submitting them to the PPMU timely.
25. Champion and promote successful activities and support the development of Success Stories and other knowledge management products promoting the work being done in the province.
26. Other tasks required by COP .

Required Qualifications:

- Bachelor's degree in forestry, or relevant area required. Master's Degree in forestry will be an advantage.
- At least 08 years of experience in the forestry or with development projects in Vietnam and having good record in working with government and development agencies. 10 years of experience in sustainable forest management planning and implementation in Vietnam is preferred.
- Prior experience in managing teams preferred in technical strategy development, activity planning and implementation.
- Strong provincial connections and understanding of planning processes and direct working experience with provincial government and private partners.
- The candidate must have experience in supervising staff on daily basis as manager in previous projects.
- The candidate should have experience in managing an office and direct working experience with provincial government and private partners.
- Excellent networking and communication skills.
- Ability to work effectively with people of diverse backgrounds, to motivate and inspire teamwork.
- Fluent Vietnamese and ability to work independently in English speaking, reading and writing.
- Ability and willingness to travel.
- Vietnamese national only.

Supervisory Requirements:

The PPM will supervise a provincial team of technical and operations staff and short-term technical assistance consultants.

Time allocation:

Approximately:

- 30% for operations and management
- 50% for technical inputs of objectives and cross cutting (mainly Objective 2, Objective 4 and Objective 1)
- 20% for monitoring, evaluation, and reporting

How to apply and requested documents:

Interested candidates are requested to submit:

- An updated CV in English.
- A cover letter in English indicating why they are suitable for this position.
- Scanned copy of 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 _ Thanh Hoa PPM"

Deadline for application: 5.00 p.m. (Hanoi time), November 15, 2023

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

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