

USAID Climate Resilient Agriculture in the Mekong Delta (CRM)

SCOPE OF WORK

Provincial Finance and Administration Assistant (x5)

One staff each in Soc Trang, Tra Vinh, Ca Mau, Kien Giang and Dong Thap provinces

1. INTRODUCTION

CRM is a five-year project working to enhance the resilience of the Mekong Delta's communities, ecosystems, and livelihoods. Working across five provinces of Dong Thap, Kien Giang, Ca Mau, Soc Trang, and Tra Vinh, CRM will further strengthen the effective partnership between USAID and the Government of Vietnam (GVN) to support Vietnam's development goals and contribute to U.S. government strategies and targets.

CRM activities are organized within three interconnected objectives and one cross-cutting theme:

- **Objective 1: Strengthen climate change resilience of the most vulnerable populations.** CRM will engage stakeholders to assess and address vulnerability through enhanced climate information services, resilient livelihood and safety net models, improved provincial plans, and increased access to finance.
- **Objective 2: Strengthen management and restoration of natural ecosystems to provide ecosystem goods and services.** CRM will take an inclusive participatory approach to identify entry points to support evidence-based transformation of legal and governance frameworks, improve management capacity, and incentivize natural resource conservation.
- **Objective 3: Reduce methane emissions through low-emission and sustainable agriculture practices.** CRM will work with GVN and stakeholders across value chains to assess gaps and opportunities and harness payment for environmental services schemes and other results-based finance mechanisms to reduce intensive rice farming and GHG emissions and drive transformation through a market systems approach.
- **Cross-cutting focus: Develop and implement policies to advance climate actions and biodiversity conservation.** CRM will also work with GVN and stakeholders to enhance development, harmonization, and implementation of policies, as well as to strengthen national and sub-national coordination. CRM will engage key stakeholders to influence and incentivize policy, practice, and behavior in favor of transformation.

CRM will be implemented during the period of 2023-2028 by Winrock International with a consortium of Vietnamese and international partners. GVN counterparts are the Ministry of Agriculture and Rural Development and the Management Board of Forest Projects.

2. POSITION DESCRIPTION

The Provincial Finance and Administration Assistant will perform a supporting role in covering administrative, logistics, and accounting support for CRM activities at the province level.

This position involves frequent travel within provinces, and periodic travel to other CRM provinces.

3. RESPONSIBILITIES

Financial tasks

- Review all disbursements of CRM (Ca Mau/Dong Thap/Kien Giang/Soc Trang/Tra Vinh) office in a timely manner, in accordance with Winrock policies & procedures and in compliance with USAID rules and regulations, including:
 - Coordinate with Finance Specialist in Can Tho to make payments for vendors.
 - Review vendor invoices for accuracy and completeness in order to ensure compliance before making payment/reimbursement.
 - Ensure accuracy and compliance for all payments with cost norms, budget lines, regulations and policies of Winrock International and USAID. Alert Finance Specialist and Finance and Operations Manager of any problem or issues.
 - Key related invoices into QuickBooks (if required, under supervision of Finance Specialist).
- Ensure advances are cleared by the due date with completed supporting documentation.
- Provide support to CRM Staff to help them understand Winrock and USAID administrative system, policies and procedures when required.
- Under the guidance of the Finance and Operations Manager and Finance Specialist, prepare daily list of VAT invoices and monthly list of PIT, and make sure VAT and PIT reconciliation are done in timely manner.
- Support team to prepare for annual internal and external audits when required.

Administrative tasks

- Responsible for logistics and travel arrangements for project staff, consultants, field activities (air-tickets, lodging, transportation, workshops/conferences, organization of program events).
- Responsible for managing and archiving all office files and documentation (both hard and electronic copies, as appropriate).
- Maintain and update the inventory list (as required) and coordinate with Finance Specialist to do inventory check as required by Winrock procedures.
- Prepare Purchase Requisitions, obtain signatures as required, and submit to the Hanoi Procurement team as required.
- Carry out other tasks that may be required by the Finance Specialist from time to time to ensure smooth running of project operations.

4. REQUIRED QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in accounting, administration or other relevant field.
- At least 3 years of professional experience in administrative and management is required; previous working experience with International Organizations is strongly preferred.
- Experience on other international development projects, especially USAID-funded projects, is highly desirable.
- Fluency in both written and spoken English required.
- A good command of financial and other computer applications such as MS Word, Excel, and Access, as well as a working knowledge of the internet and email.
- Good teamwork skills; and ability to work in an open and constructive manner.

5. SUPERVISOR

The Provincial Financial and Administrative Assistant will report to the Can Tho Finance Specialist. This position will also coordinate closely with the Provincial Program Manager (PPM)—who is the leader of each of CRM’s Provincial Offices—on administration, logistics, and finance.

6. HOW TO APPLY

Interested candidates with the required qualifications and experience are invited to send a letter of interest and a full CV in English to vietnamjobs@winrock.org with subject line of “Your full name – Provincial Finance and Administration Assistant” no later than **December 20, 2024**. Please indicate the province you are applying for.

We would like to thank all applicants for their interest but only candidates who meet requisite criteria and are shortlisted will be contacted.