

COLLECTIVE ACTION TEAM LEAD

Job Title : Collective Action Team Lead
Project : Vietnam Action Against Plastic Pollution (VnAAPP) project funded by USAID
Reports to : Chief of Party or her authorized assignee
Location : Hanoi city, Vietnam with travels to provinces

BACKGROUND

The "Vietnam Action Against Plastic Pollution" Project (VnAAPP) is a USAID funded 5-year activity designed to reduce ocean plastic pollution at its source in Vietnam by convening stakeholders' power, promoting the creation and implementation of data-driven policies, enhancing knowledge and sharing learning, promoting appropriately scaled technology and solutions, and providing technical expertise and building capacity of local governments to manage waste at its source and prevent plastic pollution in our oceans. Three main objectives of the Project are (i) supporting the development and implementation of sub-national level Integrated Solid Waste Management Plans (ISWM); (ii) supporting scalable, demonstrated Single Used- Plastics-Products (SUP) reduction measures; and (iii) supporting multi-stakeholder actions for Extended Producer Responsibility (EPR), throughout working in close collaboration with the Ministry of National Resources and Environment (MONRE) and Pollution Control Department (PCD) as its project owner.

Chemonics is an equal opportunity employer.

POSITION DESCRIPTION

Chemonics is seeking a full-time Collective Action (CA) Team Leader who will provide senior level leadership, facilitation, mentoring, coordination, design and technical guidance to all VnAAPP backbone organizations advancing project goals through collective action. This position will be based in Hanoi, Vietnam. The Team Leader will serve as a core team member on a full-time basis throughout the remaining period of performance, until September 2027, and report to the VnAAPP Chief of Party (COP).

We are looking for someone who has the passion and skills to make our ambitious project goals and collective action approach a reality. Note that while we prefer the CA Lead to be familiar with environmental issues, especially in areas solid waste management and single use plastics, this knowledge can be learned on the job. We are most interested in a candidate with strong leadership, facilitation, community-building, learning, project design, and management skills and someone who feels passionate about fostering spaces, opportunities and practices for inclusive learning, collaboration and collective action.

KEY TASKS/RESPONSIBILITIES

Core responsibilities

- Lead the selection, co-design, management and monitoring of all VnAAPP sub-awards implemented by local partners ('backbone organizations') committed to advancing the project's objectives, through collective action.
- Facilitate and foster a community of practice among all VnAAPP backbone organizations to advance strategic learning, peer-to-peer skills transfer and the reach of their collective actions.
- Actively support the fostering of a shared vision among a wide variety of key stakeholders committed to reducing plastic pollution through collaborative, scalable and sustainable approaches.

- Facilitate or actively support the design and co-creation, pause & reflect, and capacity-building workshops and strategic planning sessions with diverse stakeholders.
- Act as the primary facilitator for the collective action platform, ensuring smooth communication, strategic sharing, learning and coordination across partners.
- Manage and actively mentor the various VnAAPP team members under his/her supervision, while working in close collaboration with the wider team.

Program Management

- Coordinate and manage initiatives that align with USAID's principles of collective action, ensuring transparency, inclusivity, and shared accountability.
- Oversee workplans, budgets, and milestones for collective action activities, ensuring timely delivery and quality outputs.
- Monitor and evaluate the effectiveness of the collective action initiatives, using metrics to demonstrate progress and impact.
- Ensure alignment of collective action efforts with national and international sustainability goals.
- Support advocacy efforts to influence policies and regulatory frameworks that promote sustainable plastic management solutions.

Capacity Building & Knowledge Sharing

- Actively promote learning and knowledge exchange by organizing workshops, webinars, and other platforms for shared experiences and insights.
- Train and mentor stakeholders in collaborative approaches, conflict resolution, and effective facilitation techniques.

QUALIFICATIONS

Required

- Master's degree in either international development, social sciences, public policy, environmental management, business administration, or a related field.
- At least 10 years of experience in multi-stakeholder collaboration, project implementation and management, or environmental programs.
- Excellent facilitation and communication skills in Vietnamese and English, both verbal and written.
- Strong team management and mentoring skills.
- Strong knowledge management skills.
- Strong experience in designing and facilitating learning, capacity-building and peer-to-peer learning events.
- Knowledge and experience in collective action processes or system change approaches, particularly in complex, multi-sectoral contexts.
- Demonstrated experience with the design, co-design, selection, monitoring and management of local initiatives.
- Strong analytical and problem-solving capacities, with experience in monitoring and evaluating initiatives.
- Experience working with a wide range of actors including implementing organizations, experts, private sector and government of Vietnam. Demonstrated ability to lead cross-sectoral collaborations.

Strongly preferred

- Skills and experience with Monitoring, Evaluation and Learning, including data management and analysis, research methods are strongly preferred.
- Experience applying USAID's Collaboration Learning and Adapting (CLA) framework, tools and approach strongly preferred.

- Knowledge of USAID programming principles and operational policies is a plus.
- Strong visualization skills are a plus.
- Strong understanding of waste management systems, plastic pollution issues, and circular economy principles.
- Experience working in Vietnam or similar environments.

APPLICATION PROCESS

- The closing date for applications is February 18, 2025.
- Apply here:
 - To apply, please combine your CV and a one-page cover letter (briefly outlining your qualifications and motivation for applying) into a single PDF file and submit it via the email address: **Vnaapp-recruitment@chemonics.com**.
 - Selection will be performed on a rolling basis and interested candidates are encouraged to apply as soon as possible.
 - Only shortlisted candidates will be contacted to participate in the written entrance test. Interviews will be scheduled exclusively for those who successfully pass the written entrance test.
 - Please refrain from making phone calls or visiting in person.