



## RECRUITMENT ANNOUNCEMENT

### National Project Coordinator

ICEM – International Centre for Environmental Management is an award-winning independent centre that assists government, private sector and communities to achieve ecologically sustainable development. Established in Australia 1999, ICEM has its regional headquarters in Hanoi and is staffed by full-time international and national technical and administrative personnel.

ICEM works in Asia and the Pacific - especially in the Mekong countries and focuses on climate change, water resources management, disaster risk management, resilience, renewable energy, environmental assessment, environmental economics, nature-based solutions and conservation of biodiversity. ICEM seeks to integrate environmental concerns with development through spatial planning, modelling, socio-economic analysis and environmental assessment tools.

ICEM is seeking a Vietnamese national for the position of Project Coordinator:

**Job Title:** Project Coordinator

**Reporting to:** ICEM Operations Director

The Project Coordinator will provide support in the technical and administrative management of ICEM projects. This post will deal with international projects and teams so excellence in oral and written English is essential.

#### **Key responsibilities:**

Working closely with International Technical Project Managers, the Project Coordinator is responsible for but not limited to:

- Facilitating all operational and logistical aspects of specific ICEM projects, including the organization and implementation of field missions, workshops, seminars and training events.
- Preparing draft contracts and contract management for individual consultants or sub-contracts with partners;
- Assisting in the delivery of project progress reports and monthly statements of consultant input;
- Preparing budget plans/revisions, monitoring and reporting;
- Management, administration and logistical support for project teams;
- Client relationship and management activities;
- Collecting and consolidating monthly timesheets and expense claims from consultants and partners;
- Potential involvement in technical aspects of projects and reporting depending on qualifications and experience; and

#### **Skills specification:**

- University degree (preferable at Master's level) in environment-related fields, economics, business, or languages;
- A minimum of 5 years of professional experience in project management and implementation in related fields; having experience working on the projects funded by

international donors such as the Asian Development Bank or the World Bank would be a plus;

- Excellent spoken and written English – this is essential;
- Excellent computer skills – Microsoft Word, Excel and PowerPoint.
- Effective facilitation, communication and interpersonal skills;
- Ability to travel to project sites within Vietnam and in the Mekong countries;
- Ability to work independently and/or in small teams;
- Have planning and organizational skills; and
- Demonstrated passion and commitment to ecological sustainability and associated development work.

Applicants should be fluent in English with proven technical writing and presentation skills.

To apply, send a cover memo and updated CV with contact details of two references to ICEM at Ms. Nguyen Thu Phuong ([admin@icem.com.au](mailto:admin@icem.com.au)). For more information about ICEM, visit [www.icem.com.au](http://www.icem.com.au)

Applications close on **20 April 2025**. Only short-listed candidates will be contacted