



About the role

The **Provincial Coordinator (C4G project)** will be responsible for supporting the planning, implementation, and monitoring & evaluation (M&E) of project activities at the Ha Giang Province. This role also involves providing coordinating, training and capacity building, logistical, financial, and administrative tasks to ensure the smooth implementation of project activities. The position offers an excellent opportunity to support specific technical areas under guidance from project leads and the Climate Change and Environment Specialist, and in coordination with provincial stakeholders.

This position is based in Ha Giang province, with frequent travel to other project sites

Project information

Building capacity to implement climate change mitigation plans and mobilize sustainable financing for forest protection and development, including high-quality forest carbon markets, in Hà Giang province (**C4G project**).

The C4G Project aims to support local agencies in implementing national priorities for reducing greenhouse gas emissions in the agriculture and rural development sectors by 2030, with a vision toward green development by 2050. This will be achieved through forest protection and development, and participation in high-quality forest carbon markets when permitted by the government of Vietnam.

By promoting activities that both protect forests and support stable livelihoods for forest-dependent communities, C4G contributes to enhancing the resilience of both communities and ecosystems to the impacts of climate change. The project encourages the participation of local communities—especially women—in decision-making processes, and is committed to equitable, sustainable solutions that bring long-term benefits to both people and nature.

Key Responsibilities

1. Program Implementation and Coordination

- Oversee the implementation of the project activities in Ha Giang province in line with the C4G project work plan.
- Work closely with other project team and follow-up the project progress by working side-by-side with Project Manager.
- Foster relationships and collaboration with communities, local authorities, relevant government agencies, private companies, peer organisations, research institutions, and other stakeholders involved in the project.
- Provide inputs/suggestions relevant to thematic priorities for project planning, implementing and monitoring.

2. Technical support and Capacity Building

- Provide training and capacity building on the assigned activities effectively with guidance of relevant specialists/ advisors.
- Conduct assessments and surveys to identify community needs and opportunities as required.

3. Administration and Finance

- Assist the administrative work for project implementation, including logistics preparation for events, travel arrangements, minute taking, etc.
- Support project's financial procedure tasks such as payment, advance requests/ procedures, etc. in a timely manner and in-line the approved budgets properly and effectively and in compliance with CAREs finance manual and donor guidelines.
- Assist in procurement tasks and financial procedure such as payment, advance requests/ procedures, etc. in a timely manner
- Other support tasks upon requested

4. Monitoring and reporting

- Coordinate with partners to track progress, assess impacts, and report project implementation status to management.
- Participate in project monitoring, evaluation, and learning (MEAL) activities, including the implementation of the Feedback and Accountability Mechanism (FAM)
- Conduct field visits to project sites and support the roll-out of partner activities;
- Prepare regular progress reports and contribute to donor reporting requirements.

Essential Qualifications and Experience

- At least 3 years of experience in working with diverse stakeholders, including local communities, government agencies, private companies, non-profit organisations and international projects in Vietnam.
- Strong understanding of Forestry, Environment, Climate Change Mitigation and Adaptation, or Natural Resource Management.
- Experience in training, capacity building or technical guidance for local, community or business officials.
- Experience working with local communities, especially ethnic minorities or vulnerable groups.
- Good written and verbal communication skills in English and Vietnamese.

Desirable Qualifications

- University degree (bachelor's or higher) in related fields such as Forestry, Natural Resource Management, Environment, Climate Change, Sustainable Development, or other related disciplines
- Good communication in English and Dao language is an advantage.
- Proficient use of Microsoft Office (Word, Excel, PowerPoint).

Interested?

We invite **Vietnamese candidates** to submit expressions of interest to join our team. Please email a letter of interest and CV in English language, to vnm.jobs@care.org by 20th May 2025. As part of our application process, we kindly ask that you include the following in the subject line of your application email: **Provincial Coordinator - [Your Full Name]**.

Since 1989, CARE in Vietnam has partnered with a wide range of organizations to implement over 300 impactful projects across the country. We believe that true sustainable development can only be achieved by addressing the root causes of poverty, social injustice, and inequality. In collaboration with our partners, we are committed to empowering women and their communities—whether smallholder farmers, workers, or owners of micro and small enterprises—by enhancing their skills, confidence, and capacity to engage in economic development, adapt to climate change, and strengthen their resilience to natural or major disasters. Together, we aim to foster a society where development is inclusive, equitable, and accessible to all.

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.