



Professionals for Fair Development
Professionnels du développement solidaire
BRANCH OFFICE IN VIETNAM / REPRÉSENTATION AU VIETNAM

PROJECT

Empowering ethnic minority women for improved management of Pu Luong Natural Reserve, Ba Thuoc and Quan Hoa districts, Thanh Hoa province

Job announcement: Community Development Project Officer

Post: Community Development Project officer (full-time)

Based in: Ba Thuoc district, Thanh Hoa province (accommodation provided)

Working location: Ba Thuoc and Quan Hoa districts

Closing date for applications: 8th June 2025

Language: Vietnamese, English is value-added

Salary and other profit: Based on Gret's salary scale

Contract duration: 32 months (with possible extension)

Founded in 1976, GRET is an international development NGO, governed by French law, which acts from work on the ground all the way up influencing policy, with the aim of providing durable and innovative answers to the challenges of poverty and inequalities. GRET has been working in 28 countries with its headquarter in France and 13 local representation offices in the world. Presented in Vietnam since 1988 with a representative office in Hanoi, Gret has developed diversified forms of support and expertise in agriculture, civic issues and democracy, natural resource management, energy and waste management, etc.. During its long term growth in Vietnam, expertise of the technical assistants, the profound knowledge of socio-economic context and local regulations, capacity of coordination of projects, experience in publication of references have been GRET Vietnam's strengths. For further information, please go to www.gret.org.

GRET office in Vietnam is seeking for a Project Officer for the project of “**Empowering ethnic minority women for improved management of Pu Luong Natural Reserve, Ba Thuoc and Quan Hoá districts, Thanh Hoa province**” (**EMPOWERING**) funded by EU. This 36-month project will be implemented in partnership with Thanh Hoa Union of Friendship Organisations, Ba Thuoc and Quan Hoa People's Committees, district Women's Unions, Pu Luong Natural Reserve Management Board and other stakeholders in the districts. It aims to improve the living conditions and economic empowerment of ethnic minority women and at ensuring a sustainable forest management in the core and buffer zones of Pu Luong natural reserve through 4 components:

- i) Mainstreaming **biodiversity and climate change issues in the local tourism strategies**: pilot of local dialogues and comprehensive framework in the natural reserve that will integrate community based forest protection and livelihood activities and promote inclusive mechanisms;
- ii) **Enhanced women's economic activities related to sustainable development**: set-up of community-based tourism cooperation groups and value-chain cooperation groups, providing respectively services and non-forest products to the tourism sector.



iii) **Strengthen capacities of ethnic minority women to promote better environmental and gender-responsive practices:** village-based pool of village educators and communication and awareness raising on gender equality, environmental protection and responsible tourism.

iv) **Develop a Green Label certification system to promote responsible production and consumption in community-based tourism sector:** pilot of a Green Label certification for community-based tourism villages and in-the-village services and supporting policies at local level.

Job description: The Project officer will be based in Ba Thuoc district, Thanh Hoa province (accommodation provided). S/he will be in charge of supporting initiation and development of cooperative groups/networks of targeted women, and implementation of related project activities in collaboration with project partners and stakeholders, and close coordination with other members of the project team, under the direct supervision of the Project Manager in Hanoi and technical support of the Project supervisor at HQ in Paris.

❖ **Main tasks:**

1. Management

- Develop and manage action and budget plans of the components in charge in connection with Project Manager/other project team members and partners
- Ensure smooth implementation of project activities independently
- Apply the internal and contractual procedures of the project activities
- Produce timely quality activity and field trip reports, collect invoice and other expense justifications
- Develop positive relationship with local partners and ensure smooth communication with them.
- Participate in different networks for disseminating project experience and learnt lessons.

2. Conduct of field activities

- Undertake implementation of activities, in close cooperation with local partners and team members, included in 2nd and 3rd components mentioned above (i.e. strengthening women's cooperating groups/networks and communication/awareness raising) towards achievements of project objectives and expected results.
- Support the implementation of other project activities that requires community engagement.
- Conduct under the supervision of project manager and close coordination with other members of the project team, monitoring and evaluation of the activity implementation based on defined project indicators for a quality delivery of activity outputs/project outcomes.
- Provide technical assistance to establish and strengthen ethnic minority women's cooperating groups/networks through:
 - ✓ Actively establishing contact and positive relationships with individual members and groups, engaging them to identify their issues, needs, inputs and priorities, and foster participation of members in their groups/network's formal and informal meetings and activities to enhance the groups' cohesion and collective actions.
 - ✓ Recognising key challenges faced by these groups and ensuring that appropriate support is provided to help them address these challenges effectively.
 - ✓ Developing and managing capacity-building plans that are responsive to the specific needs and priorities identified by the groups.
- Identify and promote opportunities, including engagement of private actors, for development of the supported products and services.



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- Develop programme and act as facilitator in different events, workshops, meetings, trainings.. when needed.

3.Others

- Participate in such activities as developing project proposals/ fundraising activities; conduct small scale surveys and collect necessary data and information, etc.
- Participate in GRET's communication/capitalization/publication activities
- Other responsibilities as assigned by Gret's Project Manager and Project Supervisor at Gret's HQ

Qualifications, Skills & Experience:

- Background and experiences in agriculture, forestry, tourism, economics, communication, rural development, or a related field.
- Minimum of 2 years of working experiences.
- Experience in working with micro enterprises/cooperatives/interest groups.
- Understanding of community-based forest protection or value chains or community-based tourism is an asset.
- Good interpersonal, planning, time management, coordination and problem-solving skills
- Ability to work independently and as a good player in a team.
- Willingness to travel.
- Excellent verbal and written communication skills
- Ability to speak English is an added value.

Contract period: project-based contract, starting from July or Aug 2025.

How to Apply: Interested candidates should email a covering letter and a CV to Gret representative office at gret.vietnam@gret.org and huongtran.vietnam@gret.org with the email title: ***Pu Luong CD PO + Name of Candidate*** by the 8th June 2025.

GRET is an equal opportunity employer and does not discriminate on the basis of gender, religion, ethnicity, or any other characteristic. The recruitment process is free of charge for all applicants. Only short-listed candidates will be contacted for a job interview.