



## Job Advertisement:

### Position: Local Coordinator – ST4SD Project in Ha Giang Province

The "**Swiss Tourism for Sustainable Development in Vietnam**" (**ST4SD**) project is funded by the Swiss State Secretariat for Economic Affairs (SECO) and implemented by **HELNETAS Vietnam and CRED**. The project aims to promote sustainable, inclusive, and community-based tourism in high-potential but underdeveloped regions.

In **Ha Giang**, the project is being piloted in **Ban Khun (Bang Lang commune, Quang Binh district)** and **Lung Hau village (Thai An commune, Quan Ba district)**. We are seeking a **Local Coordinator** to support and ensure effective implementation of project activities on the ground.

#### 1. Objective of the Position

To assist in the coordination, supervision, and reporting of capacity-building and sustainable community-based tourism development activities in Ha Giang province – with a primary focus on Ban Khun – under the ST4SD Project.

#### 2. Key Responsibilities

##### *a. Local coordination*

- Coordinate with local authorities and communities to develop and implement action plans in Ban Khun and other intervention sites.
- Support the organization of training sessions, workshops, and community events as per project work plans.
- Monitor progress and provide timely updates on field-level challenges and needs.

##### *b. Reporting & communication*

- Collect and document field information and prepare periodic progress reports (weekly/monthly).
- Identify and report risks and implementation issues, suggest mitigation measures

##### *c. Support standard development and training supervision*

- Participate in the development of local standards for homestay management, tourism experiences, safety, sanitation, and hospitality services.
- Oversee training activities, assess implementation quality through pre and post training test administration, gather feedback, and propose improvements as needed.

### 3. Candidate Requirements

- **University degree in Tourism, Hospitality Management, or related fields.**
- Minimum **3 years of practical experience** working with **community-based tourism (CBT)**, preferably with hands-on implementation at the local level.
- Proven experience as a **tour guide**, with strong knowledge of cultures of local minority groups and ability to lead guest experiences.
- **Professional English proficiency** in both speaking and writing; experience working with international experts is a plus.
- Strong skills in coordination, communication, teamwork, and problem-solving.
- **Living in Ha Giang province and** good knowledge of the local context.
- **Willingness to travel within Ha Giang province and in Vietnam**

### 4. Benefits

- **Competitive remuneration** based on workload and performance.
- Be part of a prestigious international development project that contributes to sustainable growth and improved livelihoods for ethnic communities in Ha Giang.
- Receive mentorship and capacity-building support from national and international tourism experts.
- Opportunities to expand professional networks and develop a long-term career in sustainable tourism.

### 5. Duration and Location

- **Duration:** one year, with possibility of extension based on performance and project needs.
- **Location:** Mainly in Quang Binh and Quan Ba districts, Ha Giang province, with potential travel within the province or to other project training sites.

### 6. Application:

Interested candidates are invited to submit:

- A **CV** (in English)
- A **Motivation Letter** outlining their interest and qualifications for the position

 **Email for applications:** [assist3@st4sd.vn](mailto:assist3@st4sd.vn) and [cm3@st4sd.vn](mailto:cm3@st4sd.vn)

 **Deadline for submission:** June 18<sup>th</sup>, 2025

 **Only shortlisted candidates will be contacted for interviews.**