

# JOB VACANCY

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## Project Manager

Centre for Rural Economy Development (CRED) is a leading Vietnam-based Non-Profit Organization (NGO), working to ensure the greater inclusion of poor and marginalized group to take the lead in the development of their livelihoods. CRED works in three main areas:

- Value chain development for inclusive growth;
- Climate-smart Agriculture;
- Water, Environment and Livelihood improvements.

In 2020, The Regional BioTrade Project Southeast Asia Phase II funded by The State Secretariat for Economic Affairs (SECO), has 4 components including Regional & International, Vietnam, Laos and Myanmar. CRED is implementing the Vietnam component of the Project for the period 2020 - 2024. The overall objective of the Project is, conservation of biodiversity through sustainable trade of biodiversity products in a manner that integrates local exporters / producers into global value chains and increases income for the rural population women and men that depend on biodiversity resources for their livelihoods in the Mekong region. For this project, CRED is looking for a qualified candidate to fill the position of **Project Manager** with following key Responsibilities and Tasks:

- **Effective management and implementation of the project:**
  - Responsible for outputs and outcomes of the whole project against the Logframe;
  - Responsible for annual planning and budgeting process as well as with reporting to the Regional PMU/donor;
  - Responsible for the design of project operational procedures including administration and finance, monitoring and evaluation and Knowledge Management;
  - Responsible for resource planning (HR; Finance, Equipment, Time), monitoring and reporting as specified under the project agreement;
  - Ensure that financial flow is provided according to the existing contracts and agreements and that activities are implemented timely;
  - Coach and support the Project Officers to fulfil their duties;
  - Ensure that Gender and Social Inclusion are appropriately taken into account in the project;
  - Create an environment of open learning and sharing, within the Project and with project stakeholders;
  - Coordinate the activities among the Business Support Organisation (BSOs), NGOs, Experts to enhance synergies, learning and knowledge sharing;
  - Prepare and coordinate the agreements with BSOs, NGOs, Experts and support the partner organisations to implement the agreements and provide efficient services to targeted companies;
  - Prepare terms of references (ToRs) and contracts with implementing partners and service providers for regional activities; participate in the selection of the consultants and monitor/evaluate the activities of the consultants;
- **Lead and coordinate activities related to international markets:**
  - Identify international businesses and other partners to establish/strengthen export linkages of value chains;

- Jointly with BSOs, assess the feasibility for collaboration between international business and local companies, identify capacity gaps and develop work plans to enable such collaboration;
- Identify relevant international trade fairs and, in collaboration with national teams, identify suitable companies to participate and ensure their participation;
- Organise buyer missions and one-to-one match-making;
- Support BSOs, NGOs, experts with the implementation of activities with regards to the export market (downstream part of value chain).
- ***Provide overall technical guidance and coaching as well as technical advice to project team with regards to Market Systems Development Approach, Ethical sourcing:***
  - Ensure that the project team has a holistic and inclusive understanding of selected value chains;
  - Provide overall technical guidance and coaching to the project team with regard to ethncal sourcing, biodiversity, sustainable practices, etc.;
  - Coach and train project staff and partners on relevant technical concepts and approaches, incl. Market Systems Development Approach.

#### **Requirements:**

- Master’s Degree in Marketing, Economics, International trade or relevant field;
- At least 10 years of experience in Trade Promotion, Exporting, Marketing, Market Analysis or similar;
- Experience working at a Business support organization or NGO or exporting companies;
- Fluent in English;
- Excellent in development project coordination and administration, and report writing;
- Advanced computer skills and experience working with database, software applications;
- Excellent communication skills: highly communicative, well-developed presentation skills, effective communication with various stakeholders;
- Ability to work both independently and in a team-oriented, collaborative and multi-cultural environment.

#### **Contact and Deadline:**

Interested applicants should send a soft copy of detailed Curriculum Vitae and Application letter to CRED at: [cred@cred.org.vn](mailto:cred@cred.org.vn) . Applications are due **20 April 2021**. Only shortlisted candidates will be contacted.