**VACANCY**

**SMALL AND MEDIUM ENTERPRISES DEVELOPMENT IN TRA VINH PROVINCE**

**I. PROJECT BACKGROUND**:

The Small and Medium Enterprise Development Project in Tra Vinh province (hereafter referred to as SME Tra Vinh Project) is funded by the Global Affairs Canada with a total budget of US $ 11 million. This 6-years project (2014-2020) was kicked off in January 2015. The project employs the program-based approach (PBA), and the grant from Global Affairs Canada is ODA to the Government of Viet Nam through the Government's administrative and financial management system and in occordance with the Annual work-plan of the Project approved by the Co-Chairs. Global Affairs Canada will directly transfer funding to the account of the State Treasury and the Ministry of Finance will allocate to Tra Vinh province.

The grant will support Tra Vinh province to implement priority issues in the province’s SME Dvelopment Plan, including: small-scale infrastructure; strengthening public administration capacity and supporting the development of SMEs with priority to the coconut value chain.

The project consists of three components: (1) Small and Medium Enterprise Development; (2) Building infrastructure for SME development; (3) Strengthening the public administration capacity and supporting the development of SMEs in the province. As the leading unit of SMEs in the province, Department of Planning and Investment of Tra Vinh province is the project owner; and since 2018 the SME Project has adjusted its work plan toward three following main objectives:

- **Objective 1: Develop SMEs and cooperatives along value chains:** Coconute products will be diversified and penetrate larger markets.

- **Objective 2: Develop strat-up ecosystem in Tra Vinh province:** The start-up ecosystem in Tra Vinh province has been formed, operated and connected with other ecosystems in the regional Mekong Delta and the nation one, promoting the idea of start-up and formation of new businesses and creative businesses.

**- Objective 3:** Improve business environment to facilitate business development and start-ups: Tra Vinh province has favorable business environment encouraging investment and business development.

**\* SME Tra Vinh project is recruiting: 01 procurement staff;**

**II. CAPACITY REQUIREMENT AND TERMS OF REFERENCE**

**1) Capacity requirement:**

* + Educational qualification: hold a degree in Construction, Finance, Law and related fields;
  + Experienced in preparing procedures for submitting, adjusting and supplementing budget of infrastructure works and state management agencies, which is authorized by the Chairman of the provincial People's Committee to be assigned to approve contractor selection plans and appraise cost estimates.
  + Compile bidding dossiers, advise the bid solicitors, the head of the expert on bid selection.
  + Good communication skills and team work skills, well-orientedly planned, thoughtful, careful; adaptive to the work environment.
  + Proficiency in Microsoft Office, Powerpoint, Google, Facebook.
  + Able to work independently and under time pressure.
  + Have responsibility and a inquiring mind.
  + Have in-depth knowledge of design drawings of construction works, construction techniques and bidding procedures / procedures to assist the project, provincial departments, and investment owners in the context where the funds are decentralized and allocated by the provincial People's Committee to commune level.
  + Priority is given to candidates who have experience in working with state administrative units and enterprises in Tra Vinh province in procurement areas and fluent in English.
  + Experienced in working with state administrative units and enterprises is an advantage.

**2) Terms of reference:**

- Proactively coordinate with provincial departments, agencies, SME Project Steering Committees at the district level, and SME Project Management Units in targeted communes to develop detailed plans, report, reflect and propose timely to the Director Board, Technical Advisor / Lead Coordinator for procurement activities.

- Mainly responsible for preparation of tender documents for procurement according to the provisions of the Project Manual and in accordance with the law.

- Well understand the basic construction process in accordance with the Construction Law, the process of bidding for infrastructure works and procurement under the Bidding Law, and in accordance with the provisions of the Bidding Manual and Financial Management Manual of the Project. .

- Regularly update new regulations to advise the Project Director Board; provide guidance, support provincial departments and districts / communes to compile dossiers, construction and procurement bidding process, etc.

- Develop work-plan and budget; estimate budget for capacity building activities for district / commune staff.

- Synthesize the proposals of the provincial departments, districts / communes on the infrastructure works supporting SME development.

- Cooperate closely with relevant partners at all levels to implement the annual work plan.

- Monitor and evaluate the performance progress of capacity building activities and implementation of infrastructure works in accordance with the annual plan.

- Coordinate with the Monitoring and Evaluation staff to carry out periodical and ad hoc reports as required by the provincial People's Committee, donors and project owners according to regulations.

- Develop and synthesize annual procurement plans of the project.

- Carry out the division of bidding packages, submit conractor selection plans in accordance with the regulations and prepare the procedures of the bidding dossiers according to the approved plans.

- Carry out bid opening and bid evaluation procedures, prepare reports on bid evaluation, checking and acceptance, payment and settlement in accordance with regulations, reaching the general disbursement progress of the project.

- Perform other tasks as required by the Director Board.

- Implement the reporting regime in accordance with the regulations of the Project Director.

**III. POSITIONS AND PERKS:**

1. **Positions:**

**-** As per recruited positions and titles.

- Directly supervised by: the Project Director Board and the Technical Advisor / Lead Coordinator and Assistance Director / technical specialist.

**2. Working mode and salary payment:**

- Working mode: Full-time, 40 hours/week.

- Probationary period: 02 months (After the probationary period, official contracts will be considered and signed each year).

- Salaries and bonuses: According to experience and capacity; wages are in line with the UN-EU 2015 cost norms and existing manuals of SME Tra Vinh Project.

- Workplace: 2nd floor, Department of Planning and Investment of Tra Vinh province.

No. 19A Nam Ky Khoi Nghia Street, Ward 2, Tra Vinh City, Tra Vinh Province.

**IV. APPLICATION DUE**

1. Application: in Vietnamese

(Include: Application form with full name, date of birth, place of birth and contact telephone number; (CV) summarizes the process of work experience and skills).

2. Application sent via email to: [toan.nguyen@smetravinh.vn](mailto:toan.nguyen@smetravinh.vn)

3. If any clarifications and information needed, please dial 0939 448 648 directly to Mr Nguyen Phi Toan, Administrative Officer.

4. Application deadline: 15h00 on 31th December 2018.

The SME project will only contact qualified applicants and will not return the application of unsuccessful candidates.