**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 business environment staff**

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

**1) Capacity requirement:**

* + Educational qualification: hold a degree in Public Administration / Public Finance, Economics, Finance, Business Administration, Economic Law, and related fields.
	+ Experienced and capable of working in the field of business environment.
	+ Experienced in business, management.
	+ Ability to independently study legal policies related to enterprise development and propose localized mechanisms and policies.
	+ 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.
	+ Responsibile and always learn to update legal knowledge on the business environment to advise the provincial People's Committee on appropriate policies to improve the business environment and improve the capacity of enterprises and cooperatives, etc.
	+ Experienced in working with state administrative units and enterprises is an advantage.
	+ Priority is given to candidates who have worked in organizations / corporations / corporations operating in the business environment, had a master's degree in the required areas and candidates with fluent English skills.

**2) Terms of reference:**

* + Develop plans and propose annual supporting activities to improve the business environment of the province; the planning and budgeting activities.
	+ Deploy and supervise the implementation of activities and coordinate with concerned units to implement activities in the field of business environment.
	+ Coordinate with other departments to develop plans and implement the project activities.
	+ Update the progress, performance of assigned activities in the field and improve the business environment as planned by the project.
	+ Coordinate / build networks with provincial agencies and related partners on business environment.
	+ Coordinate with other project components to support departments and agencies in the province to carry out procedures for payment and settlement activities to ensure effective disbursement.
	+ File, update, monitor the progress of activities in the business environment component.
	+ Carry out other tasks as assigned by the Project Director Board and the Lead Coordinator and activities related to the Business Environment.
	+ 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

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.