

## **Vacancies for the Ha Tinh Agricultural Development Project**

With financial support from the Canadian International Development Agency (CIDA), the province of Ha Tinh is implementing the Ha Tinh Agricultural Development Project over the next 5 years. The objective of the project is to expand economic opportunities for poor rural men and women in Ha Tinh Province.

The project includes the following three components:

1. Support to agriculture and rural development
2. Small-scale infrastructure supporting agricultural development
3. Capacity building for public management of agricultural development programming

The Project Management Unit (PMU) is recruiting one gender expert, one environmental expert and one IT expert that work on a part-time basis under the supervision of Project Director.

**Duration of services: 6 months per year.**

**Location of work:** The specialist will work at the office of the PMU located in Ha Tinh City, Ha Tinh Province.

### **1. Gender expert**

#### **Mandate**

To develop a Gender Action Plan and support the integration of gender issues in all components and activities of the project, including the management.

#### **Required Qualifications and Skills**

##### **Education:**

- University degree in social sciences or a related discipline.
- At least English proficiency at Level B.

##### **Experience:**

- At least 5 years extensive experience working on gender issues in Vietnam;
- Experience working with gender integration for at least one development project.
- Computer literacy.

### **2. Environmental expert**

#### **Mandate**

To develop an Environmental Protection Action Plan and principles for disaster reduction based on the five-year DARD development plan and to support the integration of environmental issues in all components and activities of the project, including the management.

#### **Required Qualifications and Skills**

##### **Education:**

- University degree in Environmental Sciences or a related discipline;
- At least English proficiency at Level B;
- Computer literacy.

##### **Experience:**

- At least 5 years extensive experience working on environmental issues in Vietnam.
- Experience working with environmental integration for at least one development project.

### **3. Information Technology Expert**

#### **Responsibilities**

- Establish, manage and administer LAN and internet system of the project;

- Develop safety and security measures for project information technology system;
- Administer and operate project website and e-mail system;
- Produce the regulations on management and utilization of information technology equipment, website and e-mail system of the project;
- Give advice to prepare annual plan of application and development of information technology and relevant documents;
- Repair and troubleshoot the problems relating to information technology system of the project such as computer and information technology equipment.

### **Required Qualifications and Skills**

#### **Education:**

- University degree in Information Technology or a related discipline;
- At least English proficiency at level B;
- Computer literacy.

#### **Experience:**

- At least 5 years extensive experience working on website administration and network administration.

#### **\* Application:**

- Curriculum vitae, job application letter (clearly stating the desired position), employment record;
- Health certificate;
- Copy of birth certificate (notarized);
- Copy of qualifications and corresponding academic transcript (notarized);
- 02 pictures 4x6 cm (latest version).
- Preferred language to received applications: Vietnamese

\* Time of received applications: from 16 May 2012 to 17 May 2012 (during office hour)

Interested individuals should send your applications to the following address:

Management Unit of the Ha Tinh Agricultural Development Project

Address: 70 Phan Dinh Phung Street, Ha Tinh City, Ha Tinh Province, Viet Nam.

Tel: 0393.686 579

Only short-listed candidates will be contacted for an interview. Applications will not be returned.