



POSITION AVAILABLE: Project Secretary

Increasing capacity of CSOs and SMEs to implement FLEGT requirements

Job Title: Project Secretary
Location: Hanoi, Vietnam
Details: Permanent full time staff
Start Date: Immediate
End Date: 28th February 2017

Summary of Position:

The Project Secretary will fulfil a vital support function for the project “*Increasing capability of CSOs and SMEs to implement FLEGT requirements*”. The Project Secretary will provide the day-to-day, practical support necessary to ensure the smooth-running of the project and will be responsible for logistic planning, administration and implementation of project activities by the Vietnamese and International team of experts.

The project is supported by the EU for a three year period with a 450,000 EUR budget. The aim is to build the capacity of SMEs and intermediary organisations to comply with FLEGT and EUTR related requirements which means that they need to be able to document their supply chains and the legality of their wooden products. The project is implemented by NEPCon in close partnership with the local partner SFMI (Research Institute for Sustainable Forest Management and Forest Certification). SFMI will undertake the employment of the secretary and take care of all employer responsibilities in Vietnam. The Secretary will report to the Project Coordinator.

Responsibilities and Tasks:

- Support project staff to fulfil administrative requirements;
- Assist in the travel planning of project staff (including booking transport and accommodation);
- Assist in the development of project outputs as far as possible (layout, printing, webpage uploads, some quality assurance);
- Practical planning and invitations to workshops and other events as well as other communication related to practical issues;
- Participate in events to help ensure smooth running (including such tasks as registering participants, collecting receipts);
- Assess information as requested by experts of the team;
- Update the project webpage and translate information in project material from English to Vietnamese and from Vietnamese to English, sometimes to act as interpreter; and
- Ensure that any request for additional information and support from the target group is forwarded to the technical team.

Qualifications and Experience:

Essential

- Excellent Vietnamese language and communication skills;
- High level of English skills;
- Excellent administrative and organisational skills;
- Strong level of computer literacy, including databases, Adobe, Outlook, Word, PowerPoint, Excel;
- Excellent attention to detail;
- Ability to work independently and as part of a team;
- A minimum of 5 years of relevant professional experience;
- Willingness to travel in Vietnam when required; and

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- Commitment to the mission and activities of SFMI and NEPCon.

Desirable:

- Education/training as business administrator or secretary;
- Previous experience in the wood processing industry or intermediary organisations (e.g. trade associations); and
- Previous experience in project support, ideally of EU-funded projects.

We offer:

- Close integration in SFMI and NEPCon legality and certification team and strong support and back-up functions;
- Salary according to the Categories in Programme Personnel Pro-forma Cost in the EU-UN Cost Norms; and
- Good opportunities for growth and professional development.

By joining the project, you will be part of a mission-driven, friendly international community. The working atmosphere is informal, dynamic, open-minded, and highly appreciative of innovative ideas that promote our mission and goals. The challenges and diversity of our work as well as our staff policy provide ample opportunity for professional and personal development. Whereas NEPCon is the formal receiver of the grant to implement the project SFMI is the project partner being responsible for employment of Vietnamese project staff.

About SFMI

Since its establishment in 2006, SFMI has been implementing projects that help to develop and promote the field of sustainable forest management within Vietnam. SFMI has conducted research and capacity building activities funded by a number of different entities, including the European Forest Institute (EFI), the Food and Agriculture Organization of the UN, and the German Development Agency (GTZ). Specifically regarding FLEGT, in 2011 SFMI completed a project regarding analysis of a legality definition framework in the context of FLEGT/VPA negotiations in Vietnam, funded by EFI.

SFMI will play a vital role in project implementation in terms of ensuring involvement of the local stakeholders and target group, communicating with stakeholders and the target group, and coordinating the logistics necessary to allow for implementation of project activities.

About Nature, Ecology and People Consult (NEPCon)

NEPCon www.nepcon.net is an international non-profit organisation working to encourage and support sustainable land use worldwide. Our core competence area is currently the forestry and timber sector where we work primarily through various certification services and development projects.

NEPCon is a fast growing organisation, and we are currently developing our range of services further into other business areas associated with sustainable land use. Our service portfolio currently covers more than 20 million hectares of certified forest and more than 1,200 certified clients in the timber supply chain. Our clients are located in more than 30 countries and numerous projects have been implemented during the last 20 years on an international scale.

NEPCon is also a leading organisation in Due Diligence systems in the timber trade and processing industry to ensure compliance with the EUTR and legality requirements on international and national scale. In September 2013, NEPCon was officially approved as Monitoring Organisation (MO) by the EU. NEPCon also works with FSC certification and holds several projects financed by organisations such as FSC International and ETTF.

To apply: Email your covering letter and CV, no later than 10th June 2014 to the Project Coordinator Duong Thi Lien at duongtien@gmail.com