**Vacancy announcement for Deputy Coordinator**

HELVETAS Swiss Intercooperation Vietnam invites applications  from qualified candidates for the position of **National Deputy Coordinator** based in Ha Noi with frequent travel to Hoa Binh and Cao Bang for the project “**Public Service Provision Improvement Programme in Agriculture and Rural Development”** – a project funded by the Swiss Agency for Development and Cooperation (SDC). The project arms on contributing to province and district wide mainstreaming of participatory local planning, financial decentralization and improved public service delivery in agriculture, in order to reduce poverty and improve livelihoods in disadvantaged areas of Cao Bang and Hoa Binh.

**DUTIES & RESPONSIBILITIES**

Support Hanoi Coordination Office and two Provincial Project Management Unit (PPMUs) to ensure the smooth operation and achievement of project outputs which are mainly focusing on the institutionalization and sustaining project products after project phase out.

**SPECIFIC TASKS**

          Support the PPMU in Hoa Binh and Cao Bang province in an effective and efficient manner in order to institutionalize and sustain the project products after project phase out.

          Together with the Chief Technical Adviser and Hanoi Coordination team to facilitate the Project implementation by providing strategic, managerial, administrative and operational support and advice to the Project partners for the implementation and further development of all project activities.

          Facilitate dissemination of ‘best practices’ and provide lessons learned to ‘policy dialogue’ at national level;

          Co-ordinate and facilitate exchange between the two targeted provinces

          Contribute to regular and timely reporting to the donor, Coordination Office in Hanoi and Helvetas Vietnam on project progress and participation in discussion of related strategic issues.

          Ensure that sufficient attention is paid to transversal themes (gender, ethnic minorities, etc.), the potential impact of project in these areas and discussion of necessary strategic interventions.

**REQUIRED QUALIFICATION**

          Master/Bachelor degree in public administration, political or social sciences, international studies, management and development related field.

          At least 5 years of progressively responsible experience in programme/project management in a governmental, multilateral, bilateral or Civil Society Organizational-setting and within a multicultural environment at national or international level.

          Ability to use computers  and  office  software  packages  and  advance  knowledge  of  spreadsheet  and  database packages (MS Word,  Excel,  etc.).

          Fluency in English.

          Excellent communication (spoken and written) skills, including the ability to draft/edit a variety of written reports and communications and to articulate ideas in a clear and concise style.

          Ability to plan own work, manage conflicting priorities

          Very good interpersonal skills and ability to establish and maintain effective partnerships and working relations.

          Very strong leadership capacities to guide a team in difficult circumstances.

Interested candidates should send applications (**CV, motivation letter, diplomas, reference and/or proven of relevant working experience**) to Ms Nguyen Tu Anh, Human Resource Manager, email: [nguyen.tuanh@helvetas.org](mailto:nguyen.tuanh@helvetas.org) before 28th December 2014. Only short listed candidates shall be contacted.