

# Project Coordinator

## **Introduction on organization (in brief):**

Micro-finance and Community Development Institute (MACDI) is one of leading project management organizations in Vietnam. We provide project advisory and project management services to public and private sector clients for micro-financial development projects. We excel at inspiring team performance, managing risks, and delivering innovative building solutions in the fields of micro-finance and community development. Our commitment to sustainability informs everything we do.

For the implementation of our Green Micro-financial Development Project, we are now inviting qualified candidates for the following position: **Project Coordinator**

## **Role:**

- The Project Coordinator is an integral member of the project team, responsible for delivering development projects of varying size and complexity.
- The Project Coordinator is responsible for directing, organizing and controlling project activities, under the direction of a Project Manager.

## **Scope of Responsibilities:**

- Attend client meetings and assists with determination of project requirements.
- Interpret for project specialists regarding project issues.
- Assist the project manager in the drafting and issuance of project technical proposals, RFP, tenders, budgets, cash flows and preliminary schedules.
- Prepare project organization and communication charts.
- Chair project meeting and distribute minutes to all project team members.
- Track the progress and quality of work being performed through project logbook.
- Use project scheduling and control tools to monitor project plans, work hours, budgets and expenditures.
- Effectively and accurately communicate relevant project information to the client representatives and project team.
- Carry out administrative procedures and tasks of the project. Ensure clients' needs are met in a timely and cost effective manner.
- Review field inspection reports from consultants throughout the lifecycle of the project.
- Issue contracts, letters of intent, purchase orders... regarding the project.
- Maintain contract execution tracking log.
- Assist the project manager in the review of contractors and suppliers' quotations to ensure that only fair and reasonable pricing is recommended for approval.
- Track and manage contemplated change notices and change orders in the database.
- Prepare substantial completion certificates and ensure all required project close out documents are obtained.
- Communicate ideas for improving company processes with a positive and constructive attitude, and for developing this attitude in others.

- Keep the project manager and others informed about project status and issues that may impact client relations.
- Coordinate between client, consultants and local partners.
- Translate English documents within the scope of project.
- Work directly with partners and staff of other departments regarding project issues.
- Update and keep filing all official letters, documents, records of the project.

**Qualifications:**

- University or higher degree / diploma in economics, finance, banking, investment, accounting, auditing, business management or English preferable.
- 3-5 years of experience supporting project managers in the delivery of development projects. Candidates with experience coordinating projects will be given the priority.
- Basic knowledge of the micro-finance and banking activities.
- Familiarity with project management methods.
- Proficient in MS Project and other MS Office softwares.
- Effective communication skills including verbal, written and presentation skills.
- Excellent translation and interpretation skills in English.
- Strong multi-tasking and organizational skills.
- With good health and appearance.
- Be dynamic, enthusiastic, flexible and adaptable to changing priorities.
- Proven ability to work effectively both independently and in a team based environment.

**Rights:**

- Competitive salary and good remuneration.
- Professional and harmonious working environment with many opportunities for the employers to improve your working skills and develop your long-term career.
- Fully entitled to all policies, rights and obligations in accordance with labour laws.
- Working 44 hours per week, having 02 weekly day-offs on every Saturday and Sunday.

**Contacting information:**

Please submit your curriculum vitae and application letter in both English and Vietnamese to [macdi.nhansu@gmail.com](mailto:macdi.nhansu@gmail.com), or hardcopy (with one of your latest 3x4 photo) directly:

Human Resources Dept. - Micro-finance and Community Development Institute  
15/22, 324 Lane, Thuy Khue Str., Tay Ho Dist., Hanoi, tel: 04- 37590344

Only shortlist applicants are contacted for interview. All replies will be treated with the highest level of discretion. MACDI is an equal opportunity employer.

**Deadline:** 10/10/2015

All recruitment information in detail can be viewed at our website [www.macdi.org](http://www.macdi.org)

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