

# Project Officer

The Asian Management and Development Institute (AMDI) is a science and technology organization with the mission of providing research, training and consulting services as a leading management science institution in Vietnam. At present, AMDI is implementing training, consulting and researching projects in the fields of organization management, tourism, trade, health facility, agriculture, disaster risk reduction and climate change.

We are looking for high-qualified candidates for the following vacancy:

## **PROJECT OFFICER**

### **Job description:**

#### Project implementation:

- Manage and coordinate the implementation of project activities
- Identify, select, negotiate and contract with experts
- Support, coordinate and monitor expert's works
- Develop and maintain relationships with clients, partners and experts
- Prepare budgets for events, trainings, workshops and conferences.
- Identify, select, negotiate and contract with suppliers
- Coordinate the organization of events, trainings, workshops and conferences
- Other tasks as assigned by line managers

#### Project development:

- Support searching for new business opportunities
- Write proposals and prepare for dossier applications
- Develop and maintain relationships with clients, partners and experts

### **Requirements:**

- University degree or higher education in economics, business administration, project management, development or similar
- At least 5 years of experience in project coordination/management
- Experience in working with international organizations and government agencies
- Experience in health sector and event organization would be an advantage
- Excellent English skills in both speaking and writing
- Ability to cope with high pressure, work independently and in team

- Should be highly flexible, adaptable and multiple-task oriented
- Good planning skill

**Benefits:**

- Salary: Negotiate
- Allowance: Travel allowance, telephone allowance, lunch and other benefits as the AMDI's Policy
- Opportunity to work in a dynamic and professional environment
- Will be guided, trained all the necessary skills.
- Opportunity to use English, communicate very often with foreign experts.

**Applications:** Curriculum Vitae, one recent 3 x 4 photo, relevant degrees and certificates.

Applications send to:

1. Send through the email: [loannt@amdi.vn](mailto:loannt@amdi.vn)

Contact: HR Department

Tel: 046.287.2666 (418)

2. Send directly to: Ms. Loan, HR Department - The Asian Management and Development Institute

Address: The 1st floor, VAS Building, My Dinh I, Tu Liem, Ha Noi

Tel : 046.287.2666 (418) Website: [www.amdi.vn](http://www.amdi.vn)

**Deadline:** October 17th 2015. Priority for CVs submitted soon.