

JOB OPENING ANNOUNCEMENT

Position: Green Investment Project Coordinator, Vietnam

Organization: Global Green Growth Institute (GGGI)

Location: Hanoi, Vietnam

Assignment: Consultant (full-time)

Closing Date: 17 December 2015

The Global Green Growth Institute (GGGI) is an international organization committed to strong, inclusive green growth. GGGI has a diverse portfolio of programs in developing countries around the world that focus on delivering results through an integrated approach of evidence-based green growth planning and implementation aligned to countries' development priorities.

JOB DESCRIPTION

- Act as the focal point for Green Investment Services (GIS) program in Vietnam, supervised by the project manager in Seoul HQ;
- Act as the project coordinator for the Wastewater Management Feasibility Study for the Ben Tre City in Vietnam (<http://gggi.org/request-for-proposal-rfp-for-consulting-services-related-to-the-waste-water-management-feasibility-study-for-ben-tre-city-in-vietnam-for-gggi/>)
- Facilitate communication and coordination with local and international stakeholders including the People's Committee of Ben Tre Province, Ben Tre City People's Committee, relevant ministries & agencies, ADB Vietnam Resident Mission, etc;
- Support the program manager in managing and guiding technical consultants; review technical/analytical content including monthly progress reports, interim/final reports; ensure delivery of outputs on-time; provide feedback for quality assurance;
- Provide administrative support/logistics for mission trips, workshops, meetings, etc. in Hanoi and Ben Tre; translate necessary documents (English-Vietnamese).
- Liaise and collaborate with GGGI's Vietnam Country Team to ensure alignment with ongoing programs/activities in country.
- Regularly communicate with the project manager; prepare reports documenting findings and recommendations.
- Develop and strengthen partnerships with relevant stakeholders including government officials, bilateral/multilateral development agencies, private sector businesses, NGOs, and research institutes to effectively deploy GIS program in Vietnam.

QUALIFICATIONS

- Bachelor's Degree or equivalent in Civil Engineering (focus on wastewater preferred), Urban Development, Economics, Finance, Business Administration, Public Policy or related field.
- Minimum 3 years of relevant experience
- Project coordination experience with government agencies and/or international organizations
- Strong communication and interpersonal skills
- Proficiency in written and spoken English and Vietnamese

- Knowledge and experience in wastewater/water is a plus

HOW TO APPLY

- Please visit the “CAREERS” section of our website at www.gggi.org for full job announcement and detailed application instructions.



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