



Green Innovation and Development Centre (GreenID)
Trung tâm Phát triển Sáng tạo Xanh (GreenID)
Phòng 707, tầng 7, D11, tòa nhà Sunrise, Trần Thái Tông, Cầu Giấy, Hà Nội
Tel/Fax: +84 4 379 563 72. Email: info@greenidvietnam.org.vn

TERMS OF REFERENCE

Assistant for Development Advisor GreenID

Position: Project Assistant for Development Advisor

1. Introduction:

Green Innovation and Development Center (GreenID) was the first Vietnamese non-profit organizations (NPO) working in the field of sustainable energy sources, improved water resources management and inclusive decision processes in Vietnam. GreenID is established under the Vietnam Union of Science and Technology Associations (VUSTA) and recognized by Decision 840/QĐ-LHH dated 27th December 2011. GreenID was founded by four persons in order to promote an inclusive and participative approach to sustainable development. GreenID is now on its way to become Vietnam's leading civil society actor and credible dialogue partner on a sustainable energy sector development in Vietnam. Since January 2015, GreenID receives support from a development advisor to strengthen the organizational development. GreenID would like to seek a qualified person to work as a full-time project assistant for this Development Advisor for at least one year from December 2015.

2. Description of roles, duties and responsibilities within GreenID

a. Responsibilities

The Project Assistant will support the development advisor in particular by i.e.:

- i. Development and implementation of mechanisms that ensure the objectives of the new strategy activities
- ii. Development and implementation of capacity building activities for Renewable Energy and Energy Efficiency for Vietnam Sustainable Energy Alliance (VSEA)/GreenID
- iii. Development and implementation of communication material related to energy issues as well as research papers
- iv. Facilitating the strategic development process of VSEA

b. Tasks

- i. Conceptual Work
 - o Conceptual development (and organization of) a network for GreenID's volunteers and former national and international interns.
 - o Development or supervision of market research or specific sub-sector analyses, e.g. for wind, solar power and respective manufacturing capacities in Viet Nam
 - o Support the overall successful implementation of GreenID strategy and related task
 - o Support to conducting annual report for GreenID
- ii. Management and Coordination Tasks
 - o Organise workshops, conferences, events, training activities within VSEA network and for selected target groups on national and international level;
 - o Support in project managerial tasks, e.g. elaboration of monitoring outputs

- Translating research studies, presentations etc.
- iii. **Networking and Cooperation**
 - Develop databases for contact management (businesses, research, government)
 - Support in the development of market overviews
- iv. **Knowledge management and communication**
 - Development of formats and tools for effective communication and sharing of market information related to GreenIDs focus. (e.g. through web communication, newsletters, etc.)
 - Prepare reports and presentation materials;
 - Research and study activities on energy topics;

3. Required Entry Qualifications and Competencies

a. Formal Education:

- Minimum of Bachelor's degree in economics, energy, business, international relations or related field

b. Professional Experience:

- Minimum of 1 years of professional working experience
- Having working experience in a regional and international cooperation projects
- Experience in the renewable energy sector in Viet Nam(benefit)

c. Further knowledge:

- Language skills: Vietnamese as a mother tongue; excellent written and verbal English
- Excellent command of MS-Office (Word, Excel, Outlook)

d. Other requirements:

- High degree of flexibility and dynamic work ethic, results-oriented
- Good project management skills
- Market research skills
- Team spirit with the ability to work independently
- Very good communication skills

Any interested candidate can send their letter of interest and CV (in English) to the following email: info@greenidvietnam.org.vn by 15 November 2015 before 5.30 PM (Hanoi time).