

# Project Manager

HELVETAS, an International Non-Government Organization, supports the efforts of disadvantaged people and communities to determine the course of their own lives, thereby helping them to help themselves. HELVETAS promotes fair access to essential resources and protect social, economic, political, environmental and cultural rights.

In Vietnam, HELVETAS is looking for Vietnamese citizen for a Project Manager for a project which works to promote the conservation of biodiversity through sustainable trade of natural ingredients that increases the livelihood benefits of rural population taking into consideration all relevant ethical BioTrade principles and criteria. The Project Manager will base in Hanoi with frequent travels to provinces.

## DUTIES & RESPONSIBILITIES

- Responsible for planning, implementing, monitoring, and reporting according to the project document.
- Responsible for the financial management including budget planning financial reporting according to agreements with partners and compliant to donor requirements.
- Responsible for the management and supervision of staff working in the project.
- Work closely with companies to coordinate the project activities and Proactively facilitate the linkage between the private sector, the farmer organizations, the provinces and the other partners.
- Keep in contact and co-ordinate with involved ministries and local authorities, project stakeholders, service providers and other relevant national and international institutions and organizations.
- Represent HELVETAS in all Project Management Board and liaise with the Vietnamese authorities.

## REQUIRED QUALIFICATIONS:

- Professional backgrounds in Agri-Business, Trade or Economy.
- At least 10 years of proven experience in people management, strategic planning, risk management, change management.
- Excellent oral and written English skills.
- Strong experience in working with private sectors.
- Good knowledge of international trades, marketing and products' standards.

- Good communication skills, especially in communicating with various partners at various levels.
- Strong organizational and team building capability as well as gender sensitivity.
- Adaptability to unusual fast and dynamic changing conditions.
- Knowledge on Natural Ingredients, Certifications (desirable).

Interested candidates should send applications (CV plus motivation letters and copies of diplomas) to Ms. Trieu Tu Anh, email: [trieu.tuanh@helvetas.org](mailto:trieu.tuanh@helvetas.org) or post to HELVETAS Vietnam 298F Kim Ma Street, Hanoi by 10 , January 2016. Please put email tittle as "Project Manager". Only short listed candidates will be contacted.