

Project Secretary

“The Project on support for farmers’ income improvement through the revitalization of integrated agriculture in hilly areas” is a joint project between NPO, International Farmers Participation Technical Net-work (IFPaT) and Tay Bac University (TBU), implemented under the framework of JICA Partnership Program.

Project aims for constructing a farming system with added value that utilize local agricultural resources and activating characteristics of agricultural products sold in Son La province.

Job title: Project Secretary

Application Deadline: 18 March 2016

Location: Son La city, Son La province

The contract period will be up to the end of March 2018

The total amount of basic salary, allowance, insurance and bonus is 8,000,000 – 10,000,000 VND/month.

1. Main Responsibilities

- Interpretation/Translation of Vietnamese and English
- Schedule management of Japanese Expert
- Coordination/Negotiation on the Project activities between Japanese expert and Tay Bac University and other agencies.
- Logistics arrangement for mission teams
- Correct and store all relevant data, information, communications, reports, etc
- Be responsible for procuring equipment
- Any other kind of secretarial work for supporting to Japanese experts

2. Education & Experience

- English related university degree
- Around 3 years work experience in using English (preferable)

3. Competencies

- Good interpersonal skills and ability to work as a member of Japanese Project Office
- Good diplomatic skills to engage with internal and external partners including local authority, farmers.
- Capacity to both easily integrate into a team and to work autonomously
- Good written and oral communication ability
- Good skills in MS-Office (Word/Excel/PowerPoint)

How to Apply

- Interested candidates should send a cover letter and CV to Ms. Giang at giangpham.hy@gmail.com before the below deadline.
- Only the shortlisted candidates will be invited to an interview.

Job details

Organization Name: Project on support for farmers' income improvement through the revitalization of integrated agriculture in hilly areas

Location: Son La city

Application Deadline: Fri, 18-Mar-2016