



IDH, The Sustainable Trade Initiative

IDH helps to accelerate and upscale sustainability within mainstream international commodity markets, driving sustainability from niche to norm. We build ambitious public private coalitions of companies, civil society organizations and governments and high-impact programs in order to benefit people, planet and profit. With co-funding from the Dutch, Swiss, Danish and Norwegian Governments, and from business partners, IDH organizes scoping, development and implementation of public private partnerships in 11 sectors such as coffee, tea, aquaculture, apparel and in 11 landscapes worldwide. IDH is a dynamic organization of 60 staff members based in Utrecht, The Netherlands, with hubs in Asia and Africa. In the last year IDH has expanded its activities and now runs around 600 projects in 50 countries, together with a wide range of private and public partners.

Operating in Vietnam since 2010, IDH has established strong partnerships with businesses, government and NGOs working on coffee, tea, cocoa, spices/pepper, aquaculture and apparel/footwear. IDH supported the establishment of the Vietnam Coffee Coordination Board (VCCB), the creation of the first public-private partnership taskforce on agrochemicals – addressing among others the food safety of export products, and helped 20% of the country's pangasius industry to comply with global sustainable aquaculture standards. In 2014, IDH also launched a program aimed at using the public-private approach to addressing the key sustainability issues in the Central Highlands of Vietnam, which plays a key role in the production of several agricultural commodities.

To strengthen its team in Vietnam, IDH is recruiting:

2 Program Officers

Job Purpose

The Program Officers will provide services to IDH with regard to administrative and program support in Vietnam. The Program Officers will report directly to the supervising staff and IDH Country Director. Responsibilities will include managing relations with both local government and other stakeholders, providing hands-on support to the implementation of different projects, supporting monitoring & evaluation, contract management, data collection and analysis. The Program Officers will work in the IDH Vietnam office and will also liaise with the relevant program team(s) in IDH Headquarters in the Netherlands.

Key responsibilities

1. Program Officers will support Program activities as assigned, to be more specific:

- 1.1 Support the management and implementation of the Programs/Projects, following up on project leads as to assist applicants to submit solid project proposals and supporting IDH to run the required programs administration and reporting.
- 1.2 Support stakeholder management and networking maintaining contacts with existing programs stakeholders; convening and facilitating different multi-stakeholder platforms related, contributing to further development and maintenance of a relevant network of institutions and individuals...
- 1.3 Support the organization, reporting and facilitation of meetings, workshops and trips related to the Programs assigned.
- 1.4 Support the development of communication materials, such as writing newsletters, website articles, fact sheets, etc. in collaboration with IDH communication team.

1.5 Administrative support to the assigned Programs

1.6 Other relevant tasks assigned by the supervising staff and IDH Country Director

2. Depending on Programs' allocation one of the Program Officers will also be responsible for the administration management of the IDH Vietnam Office, including:

- Assist IDH operation in Vietnam and identify, contract and maintain suitable office arrangements.
- Source available information (from partners, internet) relevant to IDH operation as requested.
- Assist IDH staff with logistic arrangements such as preparing for transportation (flights and taxi), accommodation for business trips, etc.
- Provide general secretarial assistance to IDH staff and partners as required.
- Manage Country Director's calendar to ensure all details of each event are indicated and easily extracted by the Country Director; no conflicts between the events.
- Maintain IDH's identity by ensuring that all letters, memos, faxes, proposals and reports adhere to IDH's style.
- Manage IDH Vietnam Office Accounting and Payroll Service Process

Requirements

- Based in Hanoi.
- Holding a university degree, preferably in foreign trade, international relations, economics or other relevant discipline.
- At least 2 years of working experience in a relevant position such as program assistant, program officer or similar, preferably in programs on agricultural and rural development, apparel/textile programs and/or land and water resource management.
- Experience in working with different stakeholders (eg Vietnamese government, private companies, NGOs) and in implementing multi-stakeholder programs.
- Excellent project support skills.
- Comfortable working in a team as well as independently developing new programs.
- Proactive, entrepreneurial, with a strong eye for detail.
- Willingness to travel.
- Fluent spoken and written English and Vietnamese.

Terms and Conditions

IDH is looking for people that wish to work on one-year full-time basis, but with the possibility to extend. IDH offers a competitive fee. For more information about IDH, please visit www.idhsustainabletrade.com

For questions about this position, please contact us at vietnam@idhsustainabletrade.com

How to apply

Interested candidates should send their CV and application letter (in English) to us at vietnam@idhsustainabletrade.com, jobs@idhsustainabletrade.com. The call for applications is open until **17.00 on 22 November 2016**.

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