

## **Manager of Project and Procurement**

### **TOR FOR MANAGER OF PROJECT AND PROCUREMENT**

#### **1. Background**

The Microfinance and Community Development Institute (MACDI) is highly reputable in Vietnam for its professional activities in the field of microfinance, agriculture and rural development, environment, climate change, clean water, sanitation, health and gender. MACDI has a team of highly experienced and qualified staff, a broad network of external experts, collaborators and partners in various fields. MACDI has been providing efficient services to big clients, both national and international, such as the World Bank, the State Bank of Vietnam, CARE International UK, Canadian Cooperatives Association, Zebunet. MACDI's strategy is to maximize the organization's contribution to sustainable community development in Vietnam. MACDI is officially registered as member organisation of the Vietnam Union of Science and Technology Associations (VUSTA)

We are looking for high-qualified candidates for the following vacancy: **MANAGER OF PROJECT AND PROCUREMENT**

#### **Job description:**

- Bidding implementation:
  - To find the new bidding package and new proposal call
  - To set up the expert network to joint bidding with MACDI
  - To prepare the technical proposal and financial proposal based on investor's requirement.
  - Coordinate the organization of training, workshops and conferences
  - Collecting qualitative and quantitative data from primary and secondary sources, in-depth interview, survey...
  - Process and analysis data
- Project implementation:
  - Manage and coordinate the implementation of project activities
  - Identify, select, negotiate and contract with experts
  - Support, coordinate and monitor expert's works

- Develop and maintain relationship with clients, partners and experts
- Prepare budgets for events, trainings, workshops and conferences.
- Identify, select, negotiate and contract with suppliers
- Coordinate the organization of events, trainings, workshops and conferences
- Other tasks as assigned by director
- Project development
  - Support searching for new business opportunities
  - Write proposals and prepare for dossier applications
  - Develop and maintain relationships with clients, partners and experts

**Requirements:**

- University degree or higher education in economics, business administration, project management, development or similar
- At least 5 years of experience in project coordination/management
- Experience in working with international organizations and government agencies
- Excellent English skills in both speaking and writing
- Ability to cope with high pressure, work independently and in team

Interested candidates are invited to send your application (including a letter of motivation and a CV) to Human Resource Division via the email

address: [macdivn@gmail.com](mailto:macdivn@gmail.com) and [tuyendung.macdi@gmail.com](mailto:tuyendung.macdi@gmail.com)

Starting date: As soon as possible.