

## **Cooperative Advisor**

The Vietnam Cooperative Enterprise Development (VCED) Project is co-managed by SOCODEVI and CMARD2 with the financial contribution of Global Affairs Canada.

### **SUMMARY:**

VCED Project aims to improve Vietnamese cooperative sector contribution to gender-equitable economic growth and to women and men farmers' livelihood conditions. To achieve this, VCED Project will work at three different levels:

1. Establishment and strengthening of sustainable agriculture cooperative enterprises in strategic value chains within the Vietnamese economy to become models of reference for scaling up;
2. Improvement of productivity and quality of agriculture production in a sustainable manner at the farm (household W/M) level, with value added;
3. Support the Government and stakeholders of the cooperative sector in the establishment of an enabling environment for the cooperative development.

Under the supervision of the Co-Project Director, the Cooperative Advisor is in charge of cooperative development issues and capacity building activities in some provinces supported by the project (Lam Dong and Binh Thuan).

The Cooperative Advisor will be in charge of the cooperative capacity building program implementation in the provinces. Through expertise, knowledge and skill transfer, he/she will provide technical expertise to cooperatives supported, as well as to key provincial stakeholders already involved in cooperative capacity building activities focusing on governance, business and management.

### **GENERAL DUTIES:**

- Support the cooperative's elected officers, managers, employees as well as key stakeholders based in the provinces in implementing and applying SOCODEVI's PerformCoop approach, which is a structured approach to improve the management of the cooperative, made up of a series of management tools and training materials;
- Lead diagnostics, training sessions and consultancy activities with regards to cooperative reinforcement;

- Contribute to relevant training program preparation in the cooperative development field;
- Organize training events and provide guidance in the development and management fields;
- Participate in the content of the assignments entrusted to Canadian and Vietnamese experts related to the cooperative field.
- Host and accompany short term Canadian assistants during their assignments in Vietnam when related to cooperative field;
- Support cooperatives to prepare, carry out and monitor organizational scheme, strategic plans, business plans and / or work plans, relevant commercial strategies, budgeting, cash flow management and other financial issues
- Assist the Co-Project Director in the yearly planning, budgeting, monitoring and reporting activities

#### **KNOWLEDGE AND SKILL REQUIREMENTS:**

VCED Project Cooperative Advisor will demonstrate:

- Knowledges and skills in cooperative development and agribusiness;
- Abilities in designing, implementation and monitoring of capacity building and business strategy for farmer organizations;
- Excellent skills and experience in human resources and financial management;
- Knowledge and skills in project results-based management approach.

More specifically, knowledge, skills and abilities expected are:

- University degree in Economy, Agro economy, Business Administration, Marketing, Finance, Accounting or any other related field;
- A minimum of 3 years of experience in managing or supporting agricultural cooperative enterprises, agribusiness enterprise or farmer organizations;
- Knowledge and experience in Project management with result-based management approach;

- Knowledge and experience in the field of training (planning, animation and evaluation) and business development;
- Demonstrated results in bringing business or cooperative enterprise to improve management and business activity or in market development.
- Ability to establish and maintain linkages with partners / stakeholders;
- Autonomy, innovation, adaptation, team building and problem solving skills;
- Fair knowledge and skills in English communication and writing;
- Excellent knowledge and skills of technology information (Windows Office, internet, others)

Please send your application (letter of interest and resume) **before April 30, 2017**, clearly specifying in the “Subject box” of your @mail: **“COOPERATIVE ADVISOR POSITION – With your complete name”** to the following @mail address: [VCEDproject@socodevi.org](mailto:VCEDproject@socodevi.org).