

Project Officer

The Asian Management and Development Institute (AMDI) is a science and technology organization with the mission of providing research, training and consulting services as a leading management science institution in Vietnam. At present, AMDI is implementing training, consulting and researching projects in the fields of organization management, tourism, trade, health facility, agriculture, disaster risk reduction and climate change.

AMDI invites applicants from highly qualified Vietnamese nationals for the position as: **Project Officer**

The main responsibility of this position will be to support and strengthen project implementation and development.

1) Project Implementation:

This position includes strategic project planning and management. The project officer (PO) is part of Project Development Department under AMDI, and will also interact and maintain relationship with various stake holders including clients and donors. The PO will be responsible to identify, select, negotiate and contract with experts as identified ToRs. As the PO, he/she will help achieve project implementation success covering management, support coordination and monitoring experts works, preparation of budgets for events, trainings, workshops and conferences by using your teamwork and communication skills to ensure the project finishes on time and within budget. Your official title may vary from one project to another.

2) Project Development

PO will also support searching for new business opportunities, write proposals and prepare for dossier applications. As the PO, he/she will also support to develop and maintain relationships with clients, partners and experts.

We are seeking a highly-qualified candidate with a relevant, university education or higher, and in the field of economics, business administration, project management, development or similar. We require the candidate to have at least 5 years of experience and strong knowledge of project planning, management and reporting. Practical working experience with trade and health sector is an advantage. The candidate should also possess independent and team work abilities and strong skills in relationship building at various levels. The position requires excellent English skills, both written and verbal. He/she needs ability to cope with high pressure, work

independently and in team and be highly flexible, adaptable and multiple-task oriented, good planning skill.

Benefits:

- Salary: Negotiate
- Allowance: Travel allowance, telephone allowance, lunch and other benefits as the AMDI's Policy
- Opportunity to work in a dynamic and professional environment
- Opportunity to use English, communicate very often with foreign experts.

Interested candidates should send their Curriculum Vitae (CV) one recent 3 x 4 photo, relevant degrees and certificates, and an application letter in English by August 31st 2017 (Priority is given to CVs submitted soon). Only short-listed candidates will be contacted. No return of applications.

Applications can be directed to:

1. Email: hr@amdi.vn

Contact: HR Department

Tel: 024.32929222 (409/410)

2. Send directly to: Ms. Dung, HR Department - The Asian Management and Development Institute

Address: 9th Floor, SUCED Building, 108 Nguyen Hoang, Nam Tu Liem, Ha Noi

Tel: 04.32929222 (409/410) Website: www.amdi.vn