

## **Climate Change Project Assistant**

### **PROJECT VIE/034**

#### **Bac Kan Vocational Education and Training**

#### **(Phase II)**

### **JOB VACANCY**

#### **Title: CLIMATE CHANGE PROJECT ASSISTANT**

The Project VIE/034, Luxembourg Agency for Development Cooperation (Lux-Development) is looking for a Climate Change Project Assistant, receiving financial support from the Governments of Viet Nam and the Grand Duchy of Luxembourg.

Project VIE/034 is the second phase of a Luxembourg development cooperation, support of the Bac Kan Vocational College (BKVC). The intention of this new project is, firstly, to consolidate the achievements of the first phase, i.e. Project VIE/021 - Bac Kan Vocational Training and Education; secondly, to improve the BKVC's management, thereby also enhancing the financial robustness through its income-generating potential and, thirdly, to offer a market - as well as client-oriented educational programme.

More information about BKVC: <https://www.youtube.com/watch?v=m2HPSe2kmek>

### **KEY RESPONSIBILITIES**

- Provide technical support to the College to develop activities on long-term climate change and vocational education and training (VET) programs for BKVC.
- Act as facilitator in related climate change activities between the project and stakeholders including Project Management Unit (PMU), the Provincial People's Committee, government ministries, local institutions and multiple development partners.
- Assist the project team in organizing climate change meetings, workshops, and trainings.
- Assist the Senior Technical Advisor (STA) in preparing a climate change proposal to donors.

- Provide technical translation and interpreting for documents, correspondences, meetings, workshops and trainings.
- Provide administrative and logistical support for project related activities when required.

**REQUIREMENTS:**

- Minimum of a university degree in Environmental Management, Climatology, Forestry, Agriculture or related discipline. A master's degree in a related field will be an added advantage
- At least 2 year experience working in related field
- Willing to learn more on issues related to climate change and VET
- Ability to organize and prioritize work, result-oriented
- Proficiency of English and Vietnamese
- Good communication skills
- Experience in working for development projects is an asset

**EMPLOYMENT PERIOD:** The start of the contract is foreseen from January 2018 and for a performance period of 06 months, extendable.

**WORK LOCATION:** Bac Kan city, Bac Kan province.

Interested qualified candidates are invited to send their CV and cover letter in English to the following email address no later than 12h00 pm on **Friday, 5 January**

**2018:** [raja.chowdhry@luxdev.lu](mailto:raja.chowdhry@luxdev.lu)

Project VIE/034 – Bac Kan Vocational Educational and Training (Phase II)

**c/o Luxembourg Development Cooperation Agency (LuxDev)**

1402 Pacific Place, 83B Ly Thuong Kiet Str., Hanoi, Viet Nam

Requests for clarifications shall be sent to the email address given above.

Only shortlisted applicants will be contacted for an interview.