

Research Assistant

World Agroforestry Centre – Vietnam Office

Recruitment of Research Assistant

About our organization

The World Agroforestry Centre (also known as the International Centre for Research in Agroforestry or ICRAF) is an independent research institution which generates science-based knowledge about the complex role which trees play in agricultural landscapes and rural livelihoods. As part of the Centre's work to bring tree-based solutions to bear on poverty and environmental problems, researchers – working in close collaboration with partners – are developing new technologies, tools and policy recommendations for increased food security and ecosystem health.

The Centre's headquarters are located in Nairobi, Kenya, and research is conducted in 34 countries in Africa, Asia and Latin America. We are supported by the Consultative Group on International Agricultural Research (CGIAR) and receive funding from over 50 different donors.

To learn more about our organization, please visit our website: www.worldagroforestry.org

The Position

ICRAF Viet Nam country office is starting 2.5-year project funded by GIZ and seeking for the dynamic Research Assistant to base and work for office in Ha Noi with frequent traveling to project sites in Vietnam. The position is set up to assist the project manager in fieldwork, including on-farm implementation, facilitating meetings with farmer groups, survey, data collection and tabulation, initial data analysis, etc. Under direct supervision of the project leader and project manager, the research assistant is expected to deliver the following tasks and responsibilities:

Duties and Responsibilities

- Facilitator with agronomy and gender skills: to set up some of the work on the ground, set up farmer groups, work with farmers on design and implement CSA practices, organize capacity building/trainings/ event day for farmers and other stakeholders, facilitate workshop
- Research: conduct surveys, contribute to questionnaire design and programming (ODK), data management and simpler analyses and team leader for enumerators in field.
- Monitoring and evaluation: systematically observe and document field research activities, results, outputs and out comes through field note, on-site field research, household surveys,

focus group discussions, key informant interviews. Evaluate loss and damage as well as resilient farming practices after extreme weather events.

- Writing and reporting: synthesize and write field report and training manual, collect data for CSA portfolio
- Seeking for scaling opportunities at the district and provincial level: through action plans, programs and policies as well as private sector
- Partnership: Maintain effective relationships with project partners
- Social mobilization: work closely with female and male farmers, understand their needs and encourage them to engage actively in project activities

Qualifications and Skills Required

- Vietnamese national with bachelor in agroforestry system, crop science, forestry, agriculture, sustainable NRM, environment/SEM, rural development, and gender and/or related field. Master's degree is a merit.
- At least four years of relevant experience, preferably related to natural resource management and/or rural development
- Experience in working with not-for-profit organizations and government institutions.
- Experience in project M&E and/or management.
- Demonstrated experience with organizing farmer interest groups
- Demonstrated experience with gender-work in the field
- Well organized; able to meet deadlines
- Good command of English
- Good interpersonal skills and ability to work well in multi-cultural teams.
- Computer literacy, ODK-programming skills a bonus
- Good understanding of time management and able to work under pressure
- Ability to work independently
- Good facilitation skill
- Willingness to spend most of the time in the project site (Ha Tinh province)
- High interest in receiving feedback from others.

Terms of offer

- Initial two-year contract with a competitive salary.
- The contract is subject to 2 (two) months probation period, assessment of performance and availability of resources

How to apply

Applications for the position must include:

- A cover letter illustrating your suitability for the position against the listed requirements
- A detailed curriculum vitae.
- The names and addresses of three referees, including telephone, and email address

All correspondence should be addressed to the World Agroforestry Centre (ICRAF) Office Hanoi, at the 13th floor, HCMCC building, 249A Thuy Khue street, Tay Ho district, Hanoi, Vietnam OR via email: ICRAF-VIETNAM@CGIAR.ORG. Applicants should indicate "**Application – Research Assistant**" on their application letters and email submissions.

Applications will be considered until the **10th November 2019**. Please note that only short-listed applicants will be contacted.

ICRAF believes that staff diversity promotes excellence, and strongly encourages local-based candidates to apply. We invite you to learn more about ICRAF at our web site:

www.worldagroforestry.org/regions/southeast_asia/vietnam