

Term of Reference: Project Coordinator

Background:

ICEM – International Centre for Environmental Management is an award-winning independent technical service centre that assists government, private sector and communities to define and implement policies for sustainable development. Established in Australia 1999, ICEM has its regional headquarters in Hanoi and is staffed by full-time international and national technical and administrative personnel.

ICEM works in Asia and the Pacific - especially in the Mekong countries and focuses on climate change, water resources management, disaster risk management, energy efficiency and renewable, environmental assessment, environmental economics, and biodiversity conservation. ICEM seeks to integrate environmental concerns with development through spatial planning, modelling, socio-economic analysis and environmental assessment tools.

ICEM is now seeking a Vietnamese national for the position of Project Coordinator:

Job Title: Project Coordinator

Report to: ICEM Operations Director and Program Development Manager

The Project Coordinator will provide support in the technical and administrative management for projects and program development of ICEM, working to the ICEM Operations Director and Program Development Manager. ICEM is an international organization working in many countries. This post will deal with international projects and teams so excellence in oral and written English is essential.

Key responsibilities:

Project implementation support:

Under the supervision of the Program Development Manager, the Project Coordinator is in charge of:

- Coordinating project activities;
- Preparing draft contracts and contract management for individual consultants or sub-contracts with partners;
- Collecting and consolidating monthly timesheets and expense claims from consultants and partners;
- Assisting in delivery of project progress reports and monthly statement of consultant input;
- Preparing budget plans/revisions, monitoring and reporting;
- Management, administration and logistical support for project consultants;
- Client relationship and management activities; and
- Facilitating all operational and logistical aspects of ICEM projects including the organization and implementation of field missions, workshops, seminars and training events.

Program development:

Assist the Program Development Manager in performing ICEM program development activities including:

- Tracking and screening project opportunities on procurement sites;
- Identifying relevant individual consultants and partners for proposals;
- Preparation and submission of expression of interest and proposals to Donors;
- Supporting the ICEM technical team in developing new projects and grant opportunities; and
- Assisting in maintaining a system for managing ICEM's expanding network of technical experts, partners and donors including experts' CVs, partner's profiles and contact details

Skills specification:

- University degree in environment related fields, economic or business;
- A minimum of 5 years of professional experience in project management and implementation in related field;
- Excellent spoken and written English;
- Excellent computer skills – Microsoft Word, Excel and Power Point.
- Effective facilitation, communication and interpersonal skills;
- Ability to travel to project sites within Vietnam and in the Mekong countries;
- Ability to work independently and/or in small teams and be flexible;
- Secretarial skills;
- Planning and organizational skills; and
- Demonstrated passion and commitment to ecological sustainability and associated development work.

Interested applicants should send a cover letter and CV with contact details of two references in writing or by e-mail to the address below by 16 March 2020. If applying by e-mail, the position applied for should be included in the subject line of the mail:

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