

## Project Advisor, based in Ho Chi Minh city

HELVETAS Swiss Intercooperation Vietnam is looking for a Project Advisor (PA), based in Hochiminh City with frequent travel to provinces for the Project **“Implementation Plan for the Cooperation to strengthen the sustainable cocoa development in Vietnam”** - A Public-Private Partnership Project between Ministry of Agriculture and Rural Development of Vietnam and Government of Netherlands & Rabobank Foundation. Please visit our website [www.helvetas.org.vn](http://www.helvetas.org.vn) for further information about the project.

### RESPONSIBILITIES

The PA is supporting the Project Management Unit (PMU) in the coordination of overall plan and report consolidation, policy dialogue, communication with donor, and manages all the allocated Helvetas staff and budget including staff recruitment and assessment. The management of the staff in the PMU is done in collaboration with the respective PMU Project Manager/Director (PM/PD).

### SPECIFIC TASKS

- Support the PMU to organise calls/biddings for the implementation of project activities and supervise the provision of adequate technical services from the selected partners;
- Support and guide the PMU Manager in the planning, implementation, monitoring, reporting of the Project and provide the SC with the necessary controlling information;
- Coach of the PMU staff and partners on project management and reporting;
- Support the setting-up of an adequate monitoring system of the services delivered by the selected partners allowing an efficient steering of Project activities in DakLak and with different institutions, partners;
- Support PMU in the identification of linkage and mainstreaming potentials with ongoing and proposed donors projects at the national and provincial levels;
- Support the PMU in the coordination of the Project activities; facilitate a forum for information and experience sharing amongst cocoa development practitioners in Vietnam and in the regions;
- Support the PMU to facilitate the collaboration with Vietnam Cocoa Coordination Committee to coordinate and strengthen synergies amongst cocoa development projects in Vietnam.

### REQUIRED QUALIFICATIONS

- Academic degree in Social Sciences, Economy, Agriculture or equivalent experience in Agriculture, Rural Development, Rural Advisory Systems;
- Senior staff with 10 years experience in project management, coordination with proven qualities in facilitation and leadership in developing project (including general and financial administration, planning, controlling/monitoring);
- Strong analytical and conceptual skills;
- Good communication skills, especially in communicating with various partners at various levels;
- Strong organizational and team building capability as well as gender sensitivity;
- Very good command of Vietnamese and English (spoken and written)
- Computer literate on MS office software.

Interested candidates should send applications (CV plus motivation letters and copies of diplomas) to Ms Nguyen Tu Anh, Human Resources Manager, email: [nguyen.tuanh@helvetas.org](mailto:nguyen.tuanh@helvetas.org) by **20 August 2013**. Please put the email title as **“Application for PA HCMC”**. Only short listed candidates will be contacted.