

THÔNG TIN TUYỂN DỤNG VPĐD ECODIT

Job Description

Project	USAID Green Annamites Project
Position Title	Activity Fund Officer (Full Time)
Responsibilities	Grants and subcontracts administration
Duty station	Da Nang
Starting time	November 2018

ECODIT is implementing the USAID-funded Green Annamites Project in Quang Nam and Thua Thien Hue provinces in central Vietnam. The purpose of the Green Annamites Project is to assist Vietnam's transition to climate-smart, low emission, and resilient development that protects people, landscapes, and biodiversity in Vietnam's priority forested provinces.

Activities conducted by the Green Annamites Project are largely implemented through the Activity Fund component. The Activity Fund team is responsible for managing the process of selection and administration of the grantees, subcontractors and consultants to implement activities.

The Activity Fund Officer works under the supervision of the Activity Fund Manager and supports the process of preparing and issuing solicitations, managing the selection process of grantees, subcontractors and consultants, and providing contractual support and administration during implementation, through closeout of each award. The Activity Fund Officer coordinates closely with the field office Administration and Finance team, as well as the ECODIT Home Office Contracts and Finance team to ensure strict compliance with U.S. Government regulations and Ecodit policies.

The position is based in Da Nang, Vietnam, with required regular travel to field locations in Quang Nam and Thua Thien Hue provinces.

DUTIES & RESPONSIBILITIES

- Under guidance from the AF Manager, draft Requests for Application (RFAs), Requests for Proposal (RFPs), Requests for Quotes (RFQs) and other solicitations
- Ensure applications and proposals are reviewed in a timely manner and per established processes and procedures in the approved Activity Fund Manual
- Prepare subcontract, grant and consultant agreements, purchase orders, amendments and other contractual documents as assigned by the Activity Fund Manager, in compliance with USAID regulations and ECODIT standards
- Provide contractual and administrative support for assigned awards, from selection to closeout
- Support the Activity Fund Manager in ensuring compliance with USAID rules and regulations; serve as a resource to technical team members on applicable rules and regulations;
- Work with grantees and subcontractors to ensure understanding of the terms and conditions of their agreements and provide capacity building where needed
- Assist with Pre-award Survey/Risk Assessments as assigned, compile all award supporting documentation for submission to USAID for approval as needed
- Review and prepare for approval subcontractor, grantee and consultant invoices and payment requests, coordinate approval of deliverables for payment
- Together with the Activity Fund team, ensure regular updates of the Activity Fund awards tracker

- Regularly update hard copy and electronic records for the assigned awards, in compliance with USAID regulations and ECODIT standards
- Perform and support other tasks as requested by the Activity Fund Manager

REQUIRED QUALIFICATIONS:

- University degree in Business Administration, Finance, Accounting, International Affairs or another relevant field.
- A minimum of two years of experience in procurement, grant and contract administration for development projects
- Previous experience in issuing and/or managing grants and subcontracts under USAID-funded projects strongly preferred
- Knowledge and experience with accounting procedures and principles desirable
- Skilled in MS office suite of products, and in particular MS Excel
- Good inter-personal, communication, and team work skills.
- Excellent written and verbal communication skills in English and Vietnamese; professional level competency in English required

HOW TO APPLY

Interested candidates should send application including:

- A cover letter
- Latest CV, and
- Three references.

No phone contact please. Only shortlisted candidates will be contacted for interview.

- Các ứng cử viên quan tâm xin gửi hồ sơ về địa chỉ: Trung tâm Phục vụ Đối ngoại Đà Nẵng – 472 Hoàng Diệu – Quận Hải Châu – Tp Đà Nẵng hoặc qua email: luatlc@danang.gov.vn . Điện thoại: (0236) 3552343

Hạn cuối nộp hồ sơ: Ngày 09/10/2018