

TRUNG TÂM PHỤC VỤ ĐỐI NGOẠI
PHÒNG QUẢN LÝ LAO ĐỘNG

Kính gửi : Tổ trưởng tổ thông tin đối ngoại

Phòng Quản lý lao động đề nghị đăng thông tin trên trang thông tin điện tử của SCEDFA với nội dung như sau:

THÔNG TIN TUYỂN DỤNG VPĐD ECODIT

Job Description

Project	USAID Green Annamites Project
Position	Activity Fund Payment Officer (Full Time)
Duty station	Da Nang
Starting time	November 2018

ECODIT is implementing the USAID-funded Green Annamites activity in Quang Nam and Thua Thien Hue provinces in central Vietnam. The purpose of the Green Annamites activity 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 Payment Officer will work under the supervision of the Activity Fund Manager to support Activity Fund use and implementation across all tasks, with focus on grant and other activities payment processing, including managing finance vouchers, reimbursements, invoice payment, advance disbursements and tracking, monitoring expenditures, and other administration support as needed for grantees and subcontractors.

The position is based in Da Nang, Vietnam and may include required travel to field locations. Under the supervision of the Activity Fund Manager, the Activity Fund Payment Officer will work in close collaboration with the Activity Fund Officers, Project Managers, Administration and Finance team, other project staff, partner organizations, subcontractors and grantees to ensure accurate and timely payment procedures as per the sub-contracts/grants awarded.

DUTIES & RESPONSIBILITIES

- Maintain the Activity Fund awards tracker and ensure up to date and accurate reports are generated and prepared; ensure all updates are entered in a timely fashion.
- Perform payment processing duties as assigned, using the project's accounting system and in accordance with the Project's procedures and applicable rules and regulations.
- Review and coordinate approval of milestones and deliverables for payment requests from grantees and sub-contractors – follow up with relevant Project Manager to ensure complete technical document verifications.
- Assist the Activity Fund Manager to review activity budgets, related advance requests and reconciliation supporting documents submitted by project team members.
- Assist the Activity Fund Manager and other AF team members to prepare payment requests, ensuring complete supporting documents and cross-checks with the signed agreement; ensure all contractual and process requirements are met before submitting payment requests.
- Work closely with the finance department of the project to ensure payments to sub-contractors and grantees are arranged in a timely fashion.
- Facilitate AF other mechanism implementation when requested.
- Support AF team members to provide orientation for all stakeholders of the program about the financial regulations (cost norms, payment procedures, and other general financial regulations, program financial forms, etc.) when needed.
- Prepare payment vouchers of AF expenditures in the project accounting system which is subjected to final reviews of the project accountant and finance director before necessary approvals obtained.
- Ensure the accuracy and transparency of all payment supporting documents, with cross-checks on procurements regulations and any other related operations guidance, such as the program financial guidance or local government tax laws, before submitting for approvals.
- Be responsible to ensure the timely submission of inventory and VAT reports from the sub-contractors and grantees when applicable, to contribute for the inventory and VAT reports of the project to the donor.
- Organize AF supporting documents in a well-defined structure and filing system; check and ensure the full original documents are on file before sending the scanned copies and hard copies to the Accounting team and as directed.
- Keep track of the AF advance status of staff, sub-contractor, grantees and other counterparts and follow up on outstanding advances regularly to ensure timely advance clearances.
- Perform and support other tasks as requested by the Activity Fund Manager.

REQUIRED QUALIFICATIONS:

- University degree in Finance, Accounting, International Affairs or another relevant field.

- A minimum of 3 years of experience in procurement, accounting, and/or contract administration.
- Experienced in issuing and/or managing grants under USAID-funded projects strongly preferred.
- Knowledge and experience with accounting software systems (Sun system, Phoebus system,...) is an advantage.
- Skilled in all MS office products with a must of strong competence of 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.

Job Description

Project	USAID Green Annamites Project
Position	Commercial Forestry Advisor (Full Time)
Duty station	Da Nang
Starting time	November 2018

PROJECT BACKGROUND

Forests play a critical role in Vietnam by protecting watersheds, preventing soil erosion, mitigating climate change, and building resilience for communities. They are also home to rare and endemic species found nowhere else in the world. Unfortunately, Vietnam's forests, and the species that live in them, are depleting at an alarming rate due to conversion into other economic uses, as well as from activities of surrounding forest-dependent populations who lack alternative economic means. Forestry plantations and in particular FSC-certified Acacia forestry plantations are playing an important role in the rural economy of the central provinces of Quang Nam and Thua Thien Hue.

The USAID Green Annamites project (GA) supports Vietnam's transition to climate-smart, low-emission, and resilient development that protects people, landscapes, and biodiversity in Quang Nam (QN) and Thua Thien Hue (TTH) provinces with three main tasks:

- i. **Increase application of low emission land-use practices:** conserve the existing carbon sink; stop emission from small scale deforestation and degradation, and unsustainable agricultural practices; and increase carbon sequestration from restoration of degraded landscapes.
- ii. **Strengthen biodiversity conservation:** mitigate threats to the globally significant biodiversity in central Vietnam, including poaching and activities that destroy habitats for wildlife and cause habitat fragmentation (e.g., deforestation, forest degradation, and conversion of natural forest into plantation)
- iii. **Increase resilience for vulnerable communities:** ensure that results of activities supported under the two other components are not affected by climate change impacts. Build resilience for vulnerable communities particularly in regards to their livelihoods.

Key program targets include improving the livelihoods of 20,000 forest dependent people; improving biodiversity of over 400,000 hectares of natural forest, mobilizing at least \$20 million in public and private resources for sustainable livelihoods and forest conservation; avoiding and/or removing the equivalent of

at least 6 million metric tons of carbon dioxide from the atmosphere; 20 institutions with improved capacity to address sustainable landscapes issues; and 20 institutions with improved capacity to assess or address climate change adaptation.

The project has taken a value chain development approach to help improving rural income in the project target areas. Currently, the USAID Green Annamites program (GA) is working with small holders, government counterparts and private companies to support the improved management of acacia plantations and its marketing on approximately 5,000 hectares. The Program is facilitating partnerships with companies in the wood industry to create a more enabling environment for long-term acacia rotations under FSC certification. This approach will help increase income for local people and reduce their dependence on unsustainable use of forest and other natural resources in QN and TTH.

WORK BACKGROUND

ECODIT is seeking for a full-time Advisor on FSC- certified acacia plantations to provide technical support for Project activities until July 2020. The position will be based in Tam Ky, (Quang Nam Province) or in Danang, and will work in both, Quang Nam and Thua Thien Hue provinces. The Advisor is expected to spend at least 40% of its time in the field. The Advisor shall conduct all activities and prepare deliverables under the overall supervision of the Deputy Chief of Party (DCOP).

Under the GA program, commercial forestry is understood as forestry (acacia) plantations owned by small holders that add up to more than 100 hectares. These are not necessarily continuous forests, but are located within the same commune /district.

The Commercial Forestry Advisor (CFA) will provide technical leadership on the GA support to FSC-certified acacia plantations. The Advisor will coordinate its activities with the GA technical team, in particular with the Task 1 and Task 2 leaders, as well as with the Monitoring and Evaluation (M&E) team.

The CFA position reports to the Chief of Party (COP) or his/her designee. He/She will be responsible for the technical supervision of the USAID Green Annamites-supported initiatives on FSC-certified acacia. This includes providing technical assistance and field support to the GA team to ensure smooth implementation and adherence to the FSC principles and criteria. When requested, the CFA could provide technical assistance to implementing partners (grantees and subcontractors). The CFA will provide support to the Task 1 and Task 2 leaders in assessing and reviewing all the deliverables to be completed by the GA awardees. The CFA will also work closely with other GA Key Personnel to identify emerging opportunities for scaling up the FSC certified acacia value chain with private or government funding mobilization, small holder participation and positive impact on forest conservation. S/he will perform and support other tasks, activities, and project reporting requirements as requested by the COP.

DUTIES & RESPONSIBILITIES

Under the overall supervision of the Project's COP, the CFA's key roles and responsibilities include the following:

- Lead the technical supervision and implementation of the USAID Green Annamites-supported initiatives on FSC-certified acacia. This includes the provision of technical advice to the GA team and to the GA implementing partners, when required.
- Lead the design of new partnership opportunities to scale up the FSC certified acacia value chain, with mobilization of private or government funding and small holder participation.

- Draft Statements of Work (SOWs) and/or Requests for Quotations for consultants, subcontractors, and grantees to implement commercial forestry-related activities, and review and participate in the evaluation of quotations and/or applications received.
- Work closely with the GA team members as needed to prepare deliverables, develop work plans and project approval documents, and foster a rapid and smooth implementation of the approved work plans under each of the GA acacia-related awards.
- Assist the COP and other staff members to anticipate, identify and address risks, issues and gaps in the implementation of the acacia-related activities, in a timely and compliant fashion and report these to his/her supervisor.
- Support the monitoring and evaluation process of all the GA acacia related and provide inputs for the successful implementation of the Project's Environment Management and Monitoring Plan (EMMP), the communication strategy and the gender equity and social inclusion (GESI) action plan.
- Contribute to and lead other tasks or activities as requested by the COP.

REQUIRED QUALIFICATIONS:

- Minimum of 10 years of professional experience in the forestry sector, with 3-5 years of experience on sustainable forest management and FSC certification.
- Background education on forestry or agriculture, with Master's level degree in forestry, natural resources management, environmental economics or other related fields.
- Sound project management experience and experience working with smallholders, governmental institutions, NGOs, private sector and communities.
- Strong interpersonal and communication skills in English and Vietnamese
- Previous work experience on forestry plantations in Quang Nam and/or Thua Thien Hue provinces is desirable.
- Experience on improved livelihoods or income generating activities for rural small holders is an advantage

This position requires frequent travel within the Quang Nam and Thua Thien Hue provinces, at least 40% of the time.

HOW TO APPLY

Interested candidates should submit:

- A cover letter
- An updated CV, and
- Three references.

Only short-listed candidates will be contacted; no phone calls please.

- 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 25/10/2018

Đà Nẵng, ngày 12 tháng 10 năm 2018

TỔ TRƯỞNG TỔ TTĐN

PHỤ TRÁCH PHÒNG

NGƯỜI ĐỀ XUẤT

Trần Hồng Đức

Phan Thị Thanh Ninh

Lê Chính Luật