



TERMS OF REFERENCE

Project Coordination/Liaison Officer

Application deadline: 16.08.2022 at 17:00 Vietnam time

Key Information	
Job Title	Project Coordination / Liaison Officer
Location	Hanoi
Reporting to	Team Leader
Nationality	Vietnamese
Indicative Starting date	1 July 2022
Project Background	The European Union funded project “Technical Assistance for the ARISE+ Programme in Vietnam”, of which this assignment is a part, aims at providing technical assistance to the Vietnamese Government to maximise Viet Nam's benefits from preferential trade regimes, with a focus on regional agreements and the EU-Viet Nam Free Trade Agreement (FTA) and the Investment Protection Agreement (IPA).
Travel	Domestic travel within Viet Nam may be required.
Indicative Duration of the assignment	Until the end of the project (30 Nov 2023) with possible 12-month extension
Type of Contract	Fixed term project contract
Objective of the assignment	The Project Coordination Officer will assist the Team Leader (TL) in the coordination of all activities and in the reporting to the Ministry of Industry and Trade (MoIT).
Indicative Tasks	<p><i>Support for the day-to-day efficient operation and coordination of the Project and its activities, including the following:</i></p> <ul style="list-style-type: none"> • Support the TL in coordinating / setting up meetings/ monitoring agreed deadlines with project focal points (MOIT/MARD/MOF/STAMEQ) and other Project Steering Committee members; • Support the TL to identify appropriate national CVs for project activities; • Support the TL in preparing and coordinating Project Steering Committee (PSC) meetings and Progress Reports to PSC; • Support the TL in timely delivery of project activities and M&E of the project vis-à-vis the work plan; • Support the Team Leader in drafting the project work plans;



	<ul style="list-style-type: none"> • Assist the TL and/or Key Experts in coordinating national Non-Key Expert assignments to agreed objectives in the ToR and delivery of timesheets; • Assist the TL in the coordination of the organisation and logistics for expert missions, meetings, workshops and other events; • Assist the TL with the reporting to MOIT and EUD (Six-Month Progress Reports, Final Report); • Support the TL in managing and coordinating tasks for all project office staff; • Other tasks as assigned by the project Team Leader.
JOB REQUIREMENTS	
Education and Training Background:	<ul style="list-style-type: none"> • Bachelor's degree in international trade, international politics, economics or other relevant subject, or relevant vocational education;
Work Experience:	<ul style="list-style-type: none"> • At least 7 years of professional experience working in a coordinating and managing role; • Sound knowledge and working experience in international trade and/or trade policy; • Experience related to International Economic Integration; • Experience in working in an international/multi-cultural environment is a strong asset; • Demonstrated experience working with Vietnamese government authorities; • Demonstrate proven project management skills; • Excellent oral and writing skills in English and Vietnamese; • Advanced level of MS Office (Word, Excel and PowerPoint); • Experience of working with EU-funded projects or with other major international donors-funded projects is a strong asset. •
Languages:	Fluency in Vietnamese and English.
HOW TO APPLY	
<p>If you are interested in this job opportunity, please send the following to the email address careers@eurochamvn.org</p> <ul style="list-style-type: none"> • Your CV with a cover letter • Your references (if any) • Your Gross salary expectation 	



All applications must be received by 16.08.2022 at 17:00 Vietnam time.

NB: due to the high number of expected applications, only shortlisted candidates will be contacted.

Employment offers are subject to successful clearance of pre-employment checks.