ATTACHMENT # 1

JOB DESCRIPTION (F.10)

Title: Information Dissemination, and Awareness Raising Coordinator

Duty Station: Hanoi with national travel as required

Duration of Assignment: 12 months full-time

Expected starting date: 01 June 2009

Direct Supervisor: Project Manager

Duties and Responsibilities

The major role of the Information Dissemination and Awareness Raising Coordinator is to assist NPD and PM to effectively deliver the project outputs specified under the Information, Dissemination and Awareness Raising Programme Component (Component 5) of the project. She/he is accountable to NPD and PM for the completion of project activities to an appropriate quality, in a timescale and budget specified in the approved work plan of the project. The Coordinator on Information Dissemination and Awareness Raising reports to and takes direction from the PM.

He/she shall be responsible for coordinating the provision of technical inputs, as well as administrative, to the PMU on various activities of the project specifically on the aspects of information, dissemination and awareness raising specified under the abovementioned component.

Specific responsibilities of the Information Dissemination and Awareness Raising Coordinator include:

A. Managing the works under the component “Information Dissemination and Awareness Raising”

1. Facilitate the completion of the detailed TORs of subcontractors and consultancy and submit results to PM for approval;
2. Participate in the recruitment/procurement of the consultants and subcontractors,
3. Take responsibilities for the progress of the work under the respective components through planning, directing, and monitoring the progress of the implementation of the work assigned under the respective components;
4. Coordinate the appraisal of the deliverables submitted by subcontractors and consultants;
5. Organize meeting to review the progress of the work of subcontractors and consultants and produce to review reports;
6. Prepare the periodical progress reports and submit to PM.

B. Assisting PM in overall project management

1. Collaborate with technical staff of PMU to develop annually and quarterly work plan, as directed by PM;
2. Inform PM of any deviation from approved plan, recommend corrective actions to PM;
3. Identify and advise the PM of any risks or issues associated with the component’s outputs;
4. Manage specific risks as directed by the PM;
5. Assist PM in collaborating the Project work plan and the partners work plan;
6. Attend the meetings of the Project Steering Committees as directed by PM;
7. Monitoring the progress of the collaborative work plan with project partners, as directed by PM;
8. Attend project’s annual and quarterly planning meetings as directed by the PM; and undertakes translation/interpretation tasks assigned by PM and STAs

**Qualification and Experience**

1. Bachelor/Master Degree in management/communication or any relevant fields;
2. 6 to 10 years experience working for development projects
3. Ability to perform strategic planning, quality management, contract supervision, and monitoring and evaluation
4. Proved experienced in conducting communication and awareness raising activities and events
5. Basic knowledge about energy efficiency in lighting
6. English and Vietnamese Proficiency both written and verbal
7. Skillful user of basic office software (Word, Excel, and Power point)