**JOB DESCRIPTION – INSTITUTIONAL DEVELOPMENT SPECIALIST**

Post title: Institutional Development Specialist  
Post level: National Consultant  
Reporting line: National Project Manager  
Contract: Fixed-term, full time (under project Component A&B).

**Job purpose:**
- Be the most important colleague of the Senior Technical Advisor (STA), coordinate closely with the STA in all substantive issues of the project, especially activities relating to project Component A (A strategic management mechanism) and Component B (Decentralization of management power).
- Be the focal point in supporting the NPM in coordinating and monitoring all activities relating to Component A and B to ensure activities’ quality and timelines as set forth in the project plans, provided that procedures/regulations of UNDP, related donors and MARD are strictly followed.

**Duties and Responsibilities:**

1. Be the key colleague, coordinate closely and support the STA in utilizing project resources to ensure activities quality and progress, especially those under Component A&B.

2. By reviewing the approved project documents, define detailed expected outputs, activities and specific areas for Component A&B that in accordance with PAR-in-MARD’s priorities for 2008-2010. Be responsible for drafting work-plans (annually, quarterly and for all specific activities) under Component A&B.

3. Maintain the close coordination with stakeholders, concerned parties inside and outside MARD, national and international experts/consultants working for the project during the implementation of all activities under Component A&B according to the approved plans.

4. Draft technical reports or provide inputs for project technical reports under project Component A&B and other components as required by the NPM. Be responsible for meeting reports/minutes under Component A&B.

5. In coordination with M&E specialist, develop criteria and collect evaluation figures for Component A&B. Prepare evaluation reports for outputs under Component A&B.

6. Develops TOR, design and monitor the implementation of project activities under Component A&B (consultancy services, studies, training courses, seminars, …)
7. Participate in project bidding activities and provide advices during the bid selection and implementation of consultancy services under Component A&B so as to ensure that effective norms/regulations of the Vietnamese Government and donors are followed.

8. Carry out other tasks as assigned by the NPD and NPM.

**Qualification requirements:**

- Minimum of University degree in business administration, public administration, law, economics, agriculture and rural development (master degree is preferable).
- At least 10 years working experience in state management and administration reform.
- Institutional knowledge in the area of agriculture and rural development (ARD).
- Knowledge of state apparatus and management; understanding of organizational structure of ARD is an advantage.
- Understanding of state management policies relating to public management and public administration.
- Understanding of result-based management.
- Understanding of change management.
- Knowledge and skills in doing socio-economic analysis and researches.
- Planning skills (using logical framework).
- Reporting skills, TOR drafting skills.
- Good communication and interpersonal skills.
- Problem solving competence.
- Competence in using English language for day-to-day working purpose.
- Competence in computer and office software.