POSITION ANNOUNCEMENT

General:
Winrock International is a nonprofit organization that works with people in the United States and around the world to increase economic opportunity, sustain natural resources, and protect the environment.

Winrock has been awarded a MacArthur Foundation grant to implement the Greater Annaminites Sustainable Finance (GASF) Project. The goal of the Greater Annamite Sustainable Finance Project is to develop sustainable finance mechanisms to support biodiversity in the Greater Annamites and Greater Mekong Subregion. The project focuses on sustainable finance capacity building in an effort to support biodiversity investments in the Greater Annamite Region. Under the project, two pilot sites will be established to secure environmental services agreements over large areas of the Eastern Plains Dry Forest in Cambodia and in the Central Truong Son Landscape in Vietnam.

Winrock International is currently recruiting a Hanoi-based Project Manager for the GASF Project.

POSITION TITLE: Project Manager

Position description:
The Hanoi-based Project Manager will provide management and administrative oversight for GASF project, including setting up the project’s Hanoi office, contracting local staff, and working with the project’s technical managers GoV counterparts to develop a workplan and project document for approval by the GoV. The project manager will help establish the Cambodia office and will work with the MARD to identify activities in the Central Annamites in Vietnam and program activities in the SEIMA Biodiversity Conservation Area in Cambodia. The Project Manager will work in close collaboration with Winrock’s team in Ho Chi Ming City, Phnom Penh, and Winrock’s headquarter staff in the United States.

Major responsibilities:
1. Project start up and Government of Vietnam approval
2. Establish Winrock offices in Vietnam and a project management unit in Cambodia
3. Establish project start-up in Central Vietnam (select project site in Quang Nam based on Winrock and partner program criteria)
4. Hire technical and other project staff
5. Coordinate and monitor project work plan activities
6. Oversee logistical and financial management support
7. Maintain project financial reports and records in accordance Winrock policies and procedures.
8. Provide partner and leveraging support
9. Support capacity building in the MARD and the FA
10. Coordinate activities with Winrock International’s Asia Regional Biodiversity Conservation Program
11. Support production of new proposals with the USAID, ADB, UNDP, charitable foundations and other foundations, and
12. Other tasks as required for project implementation.

Position location: Hanoi, Vietnam with frequent travel to Cambodia and other parts of Vietnam.

Required skills:
- Excellent English skills (speaking and writing)
- Natural Resources Management, Forestry, or Biodiversity Conservation —Master’s Degree or equivalent experience;
- Knowledge of payment for environmental services, carbon markets, climate change, preferred;
- Five years experience managing international donor projects in South East Asia;
• Ability to liaise with government officials (Commune, District, Province, and National), donors, partners and other stakeholders including the Private sector;
• Proficiency in the use of computer software: Word, Excel, Power Point. Proficiency in the use of project accounting software is preferred;
• Proven interpretation and translation skills; and
• Excellent coordination, communication and interpersonal skills.

Salary:
Annual salaries will be commensurate with qualifications and experience.

Applications:
Applicants should send current resume and cover letter by July 17 to: ngocthuycali@winrock.org.vn. Please indicate in your letter (in English) the position of applying and why you are interested in the position.

Only short-listed candidates will be contacted.