The World Agroforestry Centre (ICRAF) is one of a network of the Consultative Group on International Agricultural Research (CGIAR). As a global leader in agroforestry research and development, ICRAF’s ultimate purpose is to improve human welfare by reducing poverty, increasing cash income, improving food and nutritional security, and increasing environmental resilience through improved agroforestry systems. ICRAF has its headquarters in Nairobi, Kenya and works in 21 countries throughout Africa, Asia and Latin America.

In 1993, the World Agroforestry Centre opened a program for Southeast Asia with Bogor, in Indonesia, as its regional headquarters. We currently work in five Southeast Asian countries including Indonesia, Philippines, Thailand, Vietnam and China.

The Position
Under supervision of Vietnam Country Coordinator (CC), the National Program Officer is responsible for taking part in assuring the quality, integration, planning and implementation of ICRAF Vietnam annual work plan in accordance with the ICRAF national, regional and global strategy programs. This role includes managing overall project activities, participating in the research scientific agenda, assistance in establishing and facilitating partnerships, resource mobilization and liaising with partners, donors, ICRAF staff in SEA and other staff in other regions, and ICRAF management.

Duties and Responsibilities
The successful candidate will be expected to perform the summary tasks as follows:

1. To assist CC in Program Management, including:
   - Working closely with the CC on developing and overseeing ICRAF Vietnam annual work plan in accordance with the ICRAF national, regional and global strategy programs.
   - Liaising with donor and government stakeholders and national partners for the implementation of the annual and strategic plan, as well as ICRAF operation in Vietnam. This includes:
     (i) providing assistance in recruiting and managing national collaborators, consultants, seconded staff on a need basis;
     (ii) establishing active links with strategic national institutions, maintaining signed MOUs/MOAs as well as ICRAF working permission
   - Working closely with the finance officer in the development of annual budget plan as well as budget planning for new proposals and projects.
   - Participate in staff recruitment to meet the need of program implementation. This contains drafting job descriptions, interviewing, selecting candidates, and other administrative processes

2. To participate in Research and Capacity-Building as a principle investigator.

3. To participate in Policy and Impact Communication: Together with communication officer, the NPO will:
   - maintain active policy communication with national counterparts through regular meetings, policy briefs, and other forums,
   - setting up and maintain the research/output impact database to be report to ICRAF SEARO and HQ

4. To assist CC in Fundraising/Resource Mobilization through active participating in the development of concept notes and proposals as well as in donor mapping and report. Please visit our website to get a complete Term of Reference of the position.

Please visit our website to get a complete Term of Reference of the position: http://www.worldagroforestry.org/sea/careers

Qualifications and Skills Required:
- Vietnamese citizenship
- Holding at least a Master Degree in public administration, international development, social science, environmental science, or other related fields.
- Having at least 5 years of experience in research and development management, planning, networking, coordinating and communication of international projects.
- Having proven knowledge on project management, research planning and implementation.
- Having proven skill of communication and negotiation, writing reports and documentation;
- Having proven ability in managing stressful working situation and team work spirits;
Terms of offer

- This is a Nationally Professional Fixed Term position with a competitive salary and benefits package.
- The contract is for a period of 1 (one) year, with possibility of renewal, subject to 3 (three) months evaluation period, assessment of performance and availability of resources.

Please submit your application with relevant qualifications, experiences, reference and a recent photograph in MS Word or Pdf format (Max. 500 kb), not later than 30 Apr. 2010 to:

ICRAF Vietnam Office
(code: National Program Officer)
Email: icraf-vietnam@cgiar.org

Only short-listed applicants meeting the requirements stated above will be contacted.

ICRAF believes that staff diversity promotes excellence, and strongly encourages women to apply. We invite you to learn more about ICRAF at our web site:

http://www.worldagroforestry.org/sea