ICEM Vietnam National Program Manager

We are looking for a dynamic and confident person to join ICEM as the National Program Manager for the small but growing ICEM Vietnam program. They would need excellent written and spoken English and management skills and be able to work diplomatically with government and international partners at senior levels.

Background
ICEM - the International Centre for Environment Management was established in 1999 to help governments and communities build capacity in the sustainable use of natural resources and maintenance of environmental quality. ICEM works in Asia - especially the Mekong countries - and focuses on climate change, water resources and biodiversity conservation. ICEM seeks to integrate environment with development through spatial planning, socio-economic analysis and environmental assessment including GIS and modeling. The Centre draws from an active network of experts and organizations in forging partnerships to address critical conservation and development problems.

Scope of work
The National Program Manager will lead in the technical development and management of the ICEM program in Vietnam and manage the ICEM Vietnam office and staff, in particular:
- Manage the overall portfolio of ICEM Vietnam projects ensuring timeliness of all technical inputs and outputs
- Develop and expand ICEM Vietnam’s program including development of new project and grant opportunities, preparation and submission of technical proposals and expanding our network of technical expertise.
- Actively contribute to ICEM communications, ensuring a complete and up to date coverage of activities and products on the ICEM website
- Manage ICEM Vietnam staff, delegating technical and administrative responsibilities and overseeing recruitment and performance
- Manage and coordinate the missions and activities of international and national consultants
- Oversee ICEM Vietnam finances and its management in close coordination with the ICEM Chief Finance and Administrative Officer

Desired qualifications
The ICEM Vietnam National Program Manager is:
- of Vietnamese nationality with advanced university education in environment fields and/or business administration with very good English and Vietnamese language and management skills and at least two years of work experience in similar position. Previous working experience with a consulting firm is an advantage.
- thorough in their work with a strong sense of responsibility and a willingness to show initiative
- creative and entrepreneurial but also capable of maintaining tight project management oversight
- passionate about the natural world with a sound understanding of environmental management issues
- a team player with an interest in helping a small environmental organization grow.

Interested applicants should send a cover letter, CV with contact details of two references to:

Ms Nguyen Kim Hai
Chief Finance and Administrative Officer
ICEM Vietnam Office
32 Xuan Dieu Str. Tay Ho District
Hanoi, Vietnam
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Deadline for submission of applications is 08 August 2010