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**JOB DESCRIPTION**

**Position:** Project Officer **Project:** **Enhancing Digital Access and Application for the Private Sector, Farmers, and Ethnic Minority Women in Lao Cai and Son La Provinces**

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| **Location:** | Hanoi, with frequently travel to Lao Cai and Sơn La |
| **Contract Duration:** | One year, renewable |
| **Reporting to:** | Project Coordinator |
| **Application Deadline:** | August 20th, 2025 |
| **Expected Start Date:** | September 8, 2025 |

**Project Background**

The project “Gender Responsive Equitable Agriculture and Tourism” (GREAT) is funded by the Australian Government and managed by Cowater International.

The project aims to increase women's participation and ensure equitable benefits from economic opportunities in the agriculture and tourism sectors in northern mountainous Vietnam. It works closely with local authorities, community organizations, and the private sector to improve women's skills, market access, and decision-making power.

Within the framework of the GREAT project, a 2-year sub-project (2025–2027) implemented by a consortium of iViet and STG focuses on improving digital access and application for the private sector, farmers, and ethnic minority women in Lao Cai and Son La.

**Position Summary**

The Project Officer will support the coordination, implementation, and monitoring of activities under the sub-project “**Enhancing Digital Access and Application for the Private Sector, Farmers, and Ethnic Minority Women in Lao Cai and Son La.”**

The position will work directly with local partners, communities, lead enterprises, and farmer groups—particularly ethnic minority women—to ensure that activities are effectively implemented, on schedule, and aligned with the project's strategic objectives.

**Key Responsibilities**

**1. Project Implementation**

* Participate in planning meetings (monthly, quarterly, annually) for the project provinces.
* Travel to project sites to coordinate with local partners in developing detailed activity plans and ensure timely implementation.
* Support communications, monitoring, and evaluation activities at the community level according to approved plans.
* Assist in organizing training programs, technical consultancy, and inclusive business model development.

**2. Stakeholder Engagement**

* Maintain regular contact with implementing partners, local authorities, and community organizations.
* Organize meetings, workshops, and field visits to promote collaboration and consensus among stakeholders.
* Ensure a gender-sensitive approach and promote participation of women and vulnerable groups in project activities.

**3. Monitoring, Evaluation, and Learning**

* Collect field data, case stories, and activity progress in alignment with the project’s Monitoring, Evaluation and Learning (MEL) framework.
* Support the preparation of reports, learning materials, and success stories.
* Participate in review workshops and learning exchange events.

**4. Reporting and Administration**

* Prepare activity and field reports as required for donor reporting.
* Maintain organized records of project activities, including training materials, participant lists, and photographic evidence.
* Provide logistical, procurement, budgeting, and event coordination support as needed.
* Collect required documentation and invoices for disbursement in accordance with accounting guidance.

**Required Qualifications and Experience**

**Required:**

* University degree in social sciences, agriculture, development, or a related field.
* Minimum 3 years of experience in development project implementation, preferably in rural or ethnic minority communities.
* Strong understanding of gender equality and women’s economic empowerment approaches.
* Ability to work effectively with local stakeholders such as authorities, community organizations, and NGOs.
* Strong organizational, coordination, and communication skills.
* Fluent in Vietnamese with basic English proficiency, especially in writing activity reports.

**Preferred:**

* Understand and be able to apply AI and digital tools.
* Experience working on donor-funded projects (e.g., DFAT, UN, bilateral agencies).
* Knowledge of inclusive business, sustainable agriculture, or market systems/ value chain development.
* Familiarity with local language and culture in Lao Cai or Son La provinces.

**Benefits**

* Competitive salary based on qualifications and experience.
* Dynamic working environment.
* Opportunities for professional development and capacity-building training.

**Application Process**

Interested candidates are invited to submit their application (soft copy), including:

* Curriculum Vitae (CV)
* Cover Letter outlining relevant experience and motivation
* Scanned copies of degrees and certificates

Application submission to: minhhangnguyen1114@gmail.com; vinhnguyenrcdc@gmail.com

Email subject: Application – Project Officer – GREAT Project

**Deadline: August 20th, 2025**

**Note:** Only shortlisted candidates will be contacted. Women and ethnic minorities are strongly encouraged to apply.