



## JOB DESCRIPTION

Grow Asia is a multi-stakeholder partnership platform that catalyses action on inclusive and sustainable agricultural development in South East Asia. Grow Asia was established by the World Economic Forum in collaboration with the ASEAN Secretariat, Grow Asia brings together companies, governments, NGOs and other stakeholders to help smallholder farmers improve their production and livelihood through access to information, knowledge, markets and finance.

In Vietnam, Grow Asia is currently supporting the Partnership for Sustainable Agriculture Vietnam (PSAV) which comprises over 60 partners from government, private sector and civil society who are collaborating to contribute to agriculture development in Vietnam and contribute to food security in the country and region. Under the leadership of the Minister of Agriculture and Rural Development, the partnership is focusing on critical crop value chains including coffee, corn, fisheries, fruits and vegetables, rice, tea, spices and as well as key enabling factors such as access to finance and agrichemicals.

PSAV Secretariat Office is responsible for implementing and developing an existing strategy for PSAV governance structure, strategic planning, action coordination, fund raising and financial management, as well as bringing onboard other relevant partners and stakeholders to support PSAV PPP Task Force (Working Group). It will also track the performance of the partnership against the agreed aims and objectives.

***PSAV Secretariat Office is seeking a qualified candidate for the following position:***

Position: PPP Task Force Officer

Work base: Hanoi

Working duration 12 months (expect starting in 1<sup>st</sup> July 2018)

## RESPONSIBILITIES

1. Strategy and Planning: Work closely with the Task Force chair and co-chair to convene the Partnership; coordinate the development of a strategy for the Partnership including identification of working groups, their aims and objectives, workplans and responsibilities of the partners. Support to organize the meetings, set agenda, circulate minutes and ensure follow up; Coordinate and align with all Taskforces groups to consolidate their activities, gather their commitments, contributions and suggestion to Minister of MARD and GrowAsia in basic
2. Liaise with the government: Work closely with PSAV Secretariat Office to ensure strong engagement and leadership from Ministers and their team as well as ensuring their support in terms of policy and investment.
3. New partners: Engage with new potential partners who have a role to play in the development of agriculture in Vietnam and can further strengthen the activities of the Partnership.



4. Measure impact: Support the Task Force to define their targets and measure their impact including on farm productivity, farmer income and environmental impacts.
5. Communicate: Develop communication material, in line with the Grow Asia partnership, to share information on the efforts and outcomes of the Partnership. This could include developing brochures, website and reports. Cooperate to share and exchange information, sustainable best practices
6. Others as assigned by PSAV
7. Report to PSAV Secretariat Office Manager and Grow Asia Country Manager

## **QUALIFICATIONS**

- A minimum of 5 years work experience, preferably in the private sector working on agriculture development and partnerships, or a comparable field.
- Strong program management and communication skills
- Experience in engaging level stakeholders from government, business, donors, farmers and civil society.
- Demonstrated knowledge of agriculture is an advantage.
- Strong and effective oral and written communication skills.
- High level of integrity, committed to socio-economic development and environmental sustainability.
- Self-driven and able to organize themselves, as well as able to motivate a team and other partners.
- Good in communication.
- Proficient in Microsoft Office, i.e. Word, PowerPoint, Excel, etc.

## **HOW TO APPLY**

Please send your application letter, CV with three references and scanned certificates together with an indication of expected salary to [psav.office@psav-mard.org.vn](mailto:psav.office@psav-mard.org.vn) before Mon 11<sup>th</sup> Jun 2018.

For more information, please refer to our website <http://psav-mard.org.vn/> and <https://www.growasia.org/>