



JOB DESCRIPTION:
Coordinator, Partnership for Sustainable Agriculture in Viet Nam
Ha Noi, Viet Nam

BACKGROUND:

Established by the World Economic Forum in collaboration with the ASEAN Secretariat in 2015, [Grow Asia](#) is a multi-stakeholder platform that builds regional and country partnerships to broker market driven solutions for more inclusive, resilient, and sustainable food systems in Southeast Asia. We do this by convening global and regional stakeholders from public and private sectors, as well as civil society and farmer organizations around macro-level issues (e.g., agri-food innovation, women's economic empowerment, responsible investing, and climate change resilience) and by facilitating the development of more inclusive and sustainable value chains through partnership brokerage, developing and sharing best practice, and creating an ecosystem that supports collaboration.

The Grow Asia network comprises our regional office in Singapore and six national chapters - which we refer to as our Country Partnerships - in Cambodia, Indonesia, Myanmar, Papua New Guinea, the Philippines and Viet Nam. The network collectively engages 580+ partner organizations and supports 44 Working Groups that are reaching over 2 million smallholders across Southeast Asia.

In Viet Nam, Grow Asia supports the [Partnership for Sustainable Agriculture in Viet Nam \(PSAV\)](#), which was established in 2010 by the Minister of Agriculture and Rural Development under the "New Vision for Agriculture", which targets 20% increase in productivity, 20% reduction in poverty, and 20% reduction in emissions. PSAV links actors in the agricultural sector to share experiences and collaborate on the value chain development of key agricultural commodities in Viet Nam in the form of Public-Private Partnerships (PPP). To date, PSAV has eight PPP Task Forces (TFs), including Coffee, Tea, Vegetables and Fruits, Fisheries, Rice, Spices and Pepper, Livestock, Agro-Chemicals, which are formed and operated with the participation of over 120 organizations, including government agencies, companies, industry associations, research institutes, international and non-governmental organizations.

As of 2020, Grow Asia has been accredited as an Entity Associated with ASEAN. The accreditation recognizes the important role Grow Asia plays in the region, particularly in facilitating multi-stakeholder partnerships for more inclusive, resilient and sustainable food systems in our region.

THE ROLE:

This important position serves as a trusted bridge between Grow Asia and PSAV, which is under the International Cooperation Department of the Ministry of Agriculture and Rural Development of Viet Nam (MARD). The Coordinator has the dual role of ensuring the smooth operation of Grow Asia's activities in Viet Nam while coordinating activities and synergies between PSAV and the wider Grow Asia network.

We seek a highly motivated, organized and experienced all-rounder for this critical role.

RESPONSIBILITIES include but are not limited to:

1. Strategy and Planning

- Ensuring that Grow Asia's and PSAV's mission is fulfilled through programs, strategic planning and stakeholder engagement.
- Working closely with Grow Asia, MARD and PSAV partners to align and implement identified priorities
- Coordinating with Task Forces to align their objectives, work plans and responsibilities of the partners with the broader mission and strategy
- Engaging potential partners who have a role to play in the development of agriculture and can further strengthen the activities of Grow Asia and PSAV
- Reporting effectively and regularly to the Grow Asia Regional Secretariat in Singapore

2. Financial Management

- Developing a financial/resourcing plan and working with Grow Asia and MARD to raise funds from members, donors, and other sources
- Ensuring that Grow Asia programs and activities operate cost-effectively within the approved budgets
- Adhering to Grow Asia procurement requirements

3. Organizational Management

- Overseeing and implementing appropriate resources to ensure the smooth operation of Grow Asia's activities in Viet Nam
- Maintaining confidential files and information using Grow Asia's platforms and tools
- Supporting and strengthening Grow Asia's systems and policies
- Building a team in Viet Nam with an emphasis on talent and diversity
- Training and supervising junior staff and seeking staff development
- Supporting the annual performance management system

4. Impact and Communications

- Supporting Grow Asia's Monitoring and Evaluation (M&E) framework and data collection requirements
- Overseeing the development of communication materials (including brochures, websites, reports) to share learnings and outcomes
- Representing Grow Asia or PSAV in national and international events

THE SUCCESSFUL APPLICANT:

- Bachelor's degree required, Master's degree preferable, in a discipline related to the position (international development, agriculture, environment, economics, business, or equivalent)
- A minimum of 10 years of work experience in food and agriculture in Southeast Asia, preferably with private sector and international experience
- Knowledge of the food and agriculture sector in Viet Nam
- Dynamic systems leader with a clear and proven record of delivering results-oriented programs, preferably with experience in delivering multistakeholder partnerships
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong business acumen with the ability to synthesise key themes and deliverables from objectives and strategies defined by senior management.
- Strong written and oral communications skills, with fluency in spoken and written English and Vietnamese.
- Excellent interpersonal skills including relationship building, negotiation, cross-team project management and consensus-building.

- Emotional maturity, patience, curiosity, empathy, and a sustained willingness to broaden horizons
- Proficiency in Microsoft Office, including MS Word, Excel and PowerPoint

Location: Ha Noi, Viet Nam

Travel requirement: 20% of the time (subject to COVID-19 restrictions)

Salary: Competitive

Start date: Immediate

WHAT'S ON OFFER:

In addition to a competitive salary, this role provides a unique opportunity to (1) develop your capabilities and broaden your skill set in an organization that supports continuous growth, (2) work with a highly motivated, collaborative, efficient and compassionate team that also values autonomy, (3) be part of a dynamic, well-respected and credible entity in Southeast Asia, (4) connect with the World Economic Forum and its workstreams, and participate in the global agenda on food security and agricultural development, and (5) contribute to social, economic and environmental progress in Southeast Asia and beyond.

HOW TO APPLY:

Qualified applicants are invited to send your resume and cover letter to careers@growasia.org by **31 May 2022**. We ask that you kindly include your name and the position you are applying for in the subject line (e.g., "Application: PSAV Coordinator – Your Name").

Due to the volume of applications expected, only shortlisted candidates will be notified.

As a multi-stakeholder platform we believe all voices matter, and we actively seek to bring them to the table. Aligned with this ethos, Grow Asia is committed to equal employment opportunity regardless of race, religion, sex, national origin, sexual orientation, age, marital status, disability or gender identity.