



## Project Coordinator - Vietnam

### Position Overview:

The Clean Energy Investment Accelerator - CEIA ([www.cleanenergyinvest.org](http://www.cleanenergyinvest.org)) is a public-private partnership initiative jointly led by the World Resources Institute (WRI), Allotrope Partners, and the U.S. National Renewable Energy Laboratory (NREL). CEIA is supported by the U.S. Government, P4G, and other public, private, and philanthropic donors. CEIA is engaging in a multi-year effort in Vietnam and other emerging markets to facilitate clean energy procurement and market transformation, with a targeted focus on commercial and industrial (C&I) energy users. CEIA works with a wide range of market stakeholders including C&I companies and their supply chain manufacturers, renewable energy investors and project developers, government regulators and policymakers, and international development partners.

The *Vietnam Project Coordinator* position, contracted by WRI, will support CEIA Vietnam in a range of activities. This position will report to the Vietnam Clean Energy Investment Accelerator Representative and coordinate closely with [Allotrope's Vietnam Clean Energy Manager](#), and the full CEIA team.

This is a full-time position of 8-month contract, with the expectation for a renewal and will be based in either Hanoi or Ho Chi Minh City.

### Responsibilities:

*The main tasks of the Project Coordinator will include, but not be limited to the following:*

#### *Administrative and research:*

- Assist Vietnam country leads to review and track project timelines to ensure progress is properly recorded and monitored in coordination with project teams
- Work with Vietnam country leads to provide day-to-day project administration and implementation support, and other administrative duties as needed, including: scheduling team meetings, taking and circulating meeting notes, ensuring follow-up on action items as appropriate, tracking project deliverables and timelines
- Support country leads on internal administrative management tasks such as: creating, managing, and updating project timelines
- Assist in internal project planning and project reporting processes
- Help organize internal and external events in collaboration with project partners and market stakeholders
- Coordinate with Vietnam country leads as well as Southeast Asia and international team members and partners on day-to-day project administration.
- Providing travel and logistical support for meetings and workshops to advance the CEIA program.



- Research support on energy trends in Vietnam that may be relevant for the CEIA work.

*Communications support:*

- Perform translation and interpretation services for internal and external documents
- Assist in coordinating outreach and developing communications materials
- Translate documents and communication materials, between Vietnamese and English as needed, to communicate with local partners and stakeholders, including technical reports, PowerPoint presentations, government policies, and newspaper articles
- Participate in organizing internal and external events in collaboration with partners and market stakeholders
- Assist Vietnam country leads to engage with different stakeholders including industry, companies, and government agencies
- Assist in coordinating outreach and developing communications materials for events, publications, and blogs
- Assist in writing newsletters, summarizing news articles and publications, providing brief updates on activities, and support donor reporting, in collaboration with CEIA team members

**Required Qualifications:**

- Vietnamese nationality
- Fluency in English and demonstration of good English-language speaking and writing skills
- Prior experience working with a diverse, international English-speaking team and ability to provide effective, clear written and verbal communications is preferred
- Excellent understanding of clean energy technologies and applications, and mechanisms relevant to large energy users
- Experience working in a relevant field of energy, environment, sustainability, research, business, finance, or project development is preferred
- Bachelor or higher degree in energy, economics, finance, engineering, or a related field is preferred but not required
- Excellent team-work, strong organizational skills and proven ability to manage multiple ongoing tasks
- Proven ability to work independently and be a “self-starter”
- Flexible availability to support scheduled teleconferences with team members in different time zones
- Willingness to travel within Vietnam for short trips on an occasional basis

**How to Apply:**

To apply, please send your cover letter and CV, by **February 3, 2021**, to [info@cleanenergyinvest.org](mailto:info@cleanenergyinvest.org)

The email subject line of the application should follow this format: *CEIA Vietnam PC Application\_FirstName\_LastName*. Short-listed candidates will be contacted for interviews and to provide references.