



Professionals for Fair Development  
Professionnels du développement solidaire  
BRANCH OFFICE IN VIETNAM / REPRÉSENTATION AU VIETNAM

## PROJECT

**Empowering ethnic minority women for improved management of Pu Luong Natural Reserve, Ba Thuoc and Quan Hoa districts, Thanh Hoa province**

### **Job announcement: Community-Based Tourism Development Project Officer**

**Post:** Community Development Project officer (full-time)

**Working location:** Ba Thuoc and Quan Hoa districts

**Based in:** Ba Thuoc district, Thanh Hoa province (accommodation provided) - Negotiable

**Closing date for applications:** 19<sup>th</sup> July 2025

**Language:** Vietnamese, English is value-added

**Salary and other profit:** Based on Gret's salary scale

**Contract duration:** 32 months (with possible extension)

Founded in 1976, GRET is an international development NGO, governed by French law, which acts from work on the ground all the way up influencing policy, with the aim of providing durable and innovative answers to the challenges of poverty and inequalities. GRET has been working in 28 countries with its headquarter in France and 13 local representation offices in the world. Presented in Vietnam since 1988 with a representative office in Hanoi, Gret has developed diversified forms of support and expertise in agriculture, civic issues and democracy, natural resource management, energy and waste management, etc.. During its long term growth in Vietnam, expertise of the technical assistants, the profound knowledge of socio-economic context and local regulations, capacity of coordination of projects, experience in publication of references have been GRET Vietnam's strengths. For further information, please go to [www.gret.org](http://www.gret.org).

GRET office in Vietnam is seeking for a Project Officer for the project of “**Empowering ethnic minority women for improved management of Pu Luong Natural Reserve, Ba Thuoc and Quan Hoá districts, Thanh Hoa province**” (**EMPOWERING**) funded by EU. This 36-month project will be implemented in partnership with Thanh Hoa Union of Friendship Organisations, Ba Thuoc and Quan Hoa People's Committees, district Women's Unions, Pu Luong Natural Reserve Management Board and other stakeholders in the districts. It aims to improve the living conditions and economic empowerment of ethnic minority women and at ensuring a sustainable forest management in the core and buffer zones of Pu Luong natural reserve through 4 components:

- i) Mainstreaming **biodiversity and climate change issues in the local tourism strategies**: pilot of local dialogues and comprehensive framework in the natural reserve that will integrate community based forest protection and livelihood activities and promote inclusive mechanisms;
- ii) **Enhanced women's economic activities related to sustainable development**: set-up of community-based tourism cooperation groups and value-chain cooperation groups, providing respectively services and non-forest products to the tourism sector.



iii) **Strengthen capacities of ethnic minority women to promote better environmental and gender-responsive practices:** village-based pool of village educators and communication and awareness raising on gender equality, environmental protection and responsible tourism.

iv) **Develop a Green Label certification system to promote responsible production and consumption in community-based tourism sector:** pilot of a Green Label certification for community-based tourism villages and in-the-village services and supporting policies at local level.

**Job description:** The Project officer will be preferably based in Ba Thuoc district, Thanh Hoa province (accommodation provided). The working station is prioritised to be in Ba Thuoc, however, negotiable (between Hanoi and Ba Thuoc), and if it's not in Ba Thuoc, about 50% of working time is expected to be in the project sites. S/he will be in charge of supporting development and implementation of community-based tourism (CBT) related interventions of the project in collaboration with project partners and stakeholders, and close coordination with other members of the project team, under the direct supervision of the Project Manager in Hanoi and technical support of the Project supervisor at HQ in Paris.

❖ **Main tasks:**

**1. Management**

- Develop and manage action and budget plans of the CBT-related interventions in connection with Project Manager/other project team members and partners
- Ensure smooth implementation of project activities independently
- Apply the internal and contractual procedures of the project activities
- Produce timely quality activity and field trip reports, collect invoice and other expense justifications
- Develop positive relationship with local partners and ensure smooth communication with them.
- Participate in different networks for disseminating project experience and learnt lessons.

**2. Conduct of field activities**

- Undertake implementation of activities, inclose cooperation with local partners and team members, included in 2<sup>nd</sup> and 4<sup>th</sup> components metioned above towards achievements of project objectives and expected results, specifically but not limited to:
  - ✓ Provide support for targeted CBT stakeholders in co-design, development and marketing of CBT products as required
  - ✓ Identifying and implement related capacity building strategies and activities.
  - ✓ Conduct/coordinate studies, review and assessment on CBT, responsible tourism.
  - ✓ Identify and promote opportunities, including engagement of private actors, in the process of co-design, development and marketing of CBTs products, promotion of responsible tourism in the destinations.
  - ✓ CBT/responsible tourism advocacy.
- Provide inputs and suport the implementation of other project activities.
- Conduct under the supervision of project manager and close coordination with the project team members, monitoring and evaluation of the activity implementation in charge based on defined project indicators for a quality delivery of activity outputs/project outcomes.
- Develop programme and act as facilitator in different events, workshops, meetings, trainings.. when needed.



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### 3.Others

- Participate in such activities as developing project proposals/ fundraising activities; conduct small scale surveys and collect necessary data and information, etc.
- Participate in GRET's communication/capitalization/publication activities
- Other responsibilities as assigned by Gret's Project Manager and Project Supervisor at Gret's HQ

### Qualifications, Skills & Experience:

- Background and experiences in tourism, business, economics, rural development or a related field.
- Minimum of 4 years of working experiences.
- Experience in working with tourism and/or community-based tourism.
- Understanding community-based forest protection or agriculture or value chain is an asset.
- Good interpersonal, planning, time management, coordination and problem-solving skills
- Ability to work independently and as a good player in a team.
- Willingness to travel.
- Excellent verbal and written communication skills
- Ability to speak English is an added value.
- Willingness to be based in Ba Thuoc district, Thanh Hoa province is an advantage.

**Contract period:** project-based contract, starting from Aug 2025.

**How to Apply:** Interested candidates should email a covering letter and a CV to Gret representative office at [gret.vietnam@gret.org](mailto:gret.vietnam@gret.org) and [hanhdo.vietnam@gret.org](mailto:hanhdo.vietnam@gret.org) with the email title: ***Pu Luong CBT PO*** + **Name of Candidate** by the 19<sup>th</sup> July 2025.

GRET is an equal opportunity employer and does not discriminate on the basis of gender, religion, ethnicity, or any other characteristic. The recruitment process is free of charge for all applicants. Only short-listed candidates will be contacted for a job interview.