

JOB DESCRIPTION

Job Title: Project Officer (OC2)

Duration: Full-time

Reports to: Component Lead and Gender Equality and Women's Economic Empowerment (GEWEE) Specialist

Position Location: Based in Hanoi, Vietnam, with regular travel to project sites in Lao Cai Province as required.

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SUMMARY OF THE PROJECT

The SMEs Promote Resilience, Inclusion and Innovative Transformation (SPRINT) Program is a flagship initiative of Global Affairs Canada and will be implemented by Cowater International Inc. in the province of Yen Bai in northern Vietnam. The Program aims to improve the socio-economic well-being of ethnic minority women working in the agricultural sector by elevating their economic status, leadership and agency including through the promotion of clean growth. The program will implement a series of interventions designed to strengthen the performance of EMW-led MSMEs, cooperatives, and producer groups in select value chains. The primary beneficiaries are women living in the province of Yen Bai, while an overarching emphasis is placed on the inclusion of women from ethnic minority communities.

The Program is scheduled to run for six years from 2023 to 2029. It will respond to critical skills and knowledge gaps and incentivize the innovation and adoption of Renewable Energy (RE) and Energy-Efficient (EE) solutions among EMW-led businesses.

SUMMARY OF THE POSITION

Based in Hanoi and reporting to the Focal Point of OC2, the Project Officer will be responsible for supporting the implementation of activities under Project Components 2. They will work closely with the project's technical and program teams—including the MERL Specialist, Agribusiness Specialist, CE Specialist, Operations Manager, Communication and Learning Officer, and Field Officers—to ensure the effective and timely delivery of project activities and technical assistance.

In specific cases, upon request from the Team Leader, Project Officers may provide administrative and technical support related to the project, within their capacity, to ensure timely implementation and respond to ad-hoc requirements from Cowater headquarters, the donor, and local partners.

KEY RESPONSIBILITIES

1. Project Planning Support
 - Coordinate with the project's technical and finance teams to support the development of annual, quarterly, and monthly work plans aligned with approved project objectives
 - Under the guidance of the Component Lead and GEWEE Specialist, support and collaborate closely with the technical, finance, M&E, communications teams, and field staff in timely implementing Component 2 activities as outlined in the approved work plan

- Assist in liaising and building effective working relationships with key local partners, stakeholders and community key actors (Agents of Change, Gender Champions, local resource trainers, etc.) as directed by project management.

2. Project Implementation

The Project Officer's responsibilities span pre-, during-, and post-activity phases, which may include but are not limited to: drafting Terms of Reference (TOR) and facilitating consultant recruitment (if needed); preparing detailed agendas; planning and seeking approval for travel requests; preparing and collecting technical materials; providing logistical and organizational support during field implementation; and completing administrative and financial procedures after activities conclude.

Support the Component Lead and GEWEE Specialist in delivering awareness raising, capacity building activities, including communication events; training, working sessions, on-site and online coaching, market linkage, and gender champions and Agent for Changes development, for project beneficiaries. These activities focus on Gender Equality and Women's Economic Empowerment, promoting the participation and leadership of women, particularly ethnic minority women (EMW), in the agriculture sector. The approach aligns with clean growth and climate-smart agriculture, emphasizing the use of digital technologies and artificial intelligence (AI) in business and community development, with a strong focus on gender equality and social inclusion, in accordance with the approved work plan.

Collaborate and co-facilitate with the Component Lead and Communication Officer in implementing awareness-raising and communication activities for project beneficiaries, with a focus on promoting gender equality and women's economic empowerment (WEE) in the agri-food sector. This includes developing gender models and empowering gender champions and agents of change within communities and at workplace.

Provide support to the Monitoring, Evaluation, Research and Learning (MERL) Specialist with (1) collecting the qualitative and quantitative data aligned with the SPRINT's PMF and Cowater Project Toolbox particularly for events and communication outreach; (2) controlling the data quality across the different stages of data flow, comprising data digitalizing; (3) conducting survey with project's stakeholders as required

3. Project reporting

Provide support to the Component Lead & GEWEE Specialist by contributing inputs or drafting assigned sections of periodic donor and local partner reports, ensuring that the reporting accurately reflects project achievements, challenges, and key indicators related to gender equality and women's economic empowerment.

APPLICATION

Interested applicants are invited to submit their CV and cover letter in English with the subject line of **"SPRINT – Project Officer (OC2)"** to Recruitment@sprint-vietnam.com **on or before 17.00, Nov 20, 2025**. While we appreciate all responses, only shortlisted candidates will be contacted.

Cowater is an equal opportunity employer. Women, people with disabilities, and people from minority groups are strongly encouraged to apply. We thank you for your interest in building a better tomorrow with Cowater International.