

# JOB POSTING

The Federation of Canadian Municipalities (FCM) is the national voice for Canadian municipal government. FCM is dedicated to improving the quality of life in all communities by promoting strong, effective and accountable municipal governments.

## Project Officer – Infrastructure Asset Management

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**Position:** Project Officer – Infrastructure Asset Management  
**Project:** Viet Nam Climate Resilient Municipalities (VNCRM)  
**Department:** FCM International Programs  
**Location:** Ha Noi, Viet Nam  
**Report to:** Country Manager (CMV)  
**Salary Range:** FCM offers competitive remuneration in local currency, commensurate with skills and experience.  
**Duration:** 4-year contract beginning in mid Feb 2026  
**Languages:** Fluency in English and Vietnamese are required; Fluency in French is an asset

### Background

With the support of Global Affairs Canada, the Federation of Canadian Municipalities (FCM) is implementing a new 6-year project entitled **Viet Nam Climate Resilient Municipalities (VNCRM)**. The project aims to enhance climate-change adaptation, infrastructure asset management (AM), and solid waste management (SWM) in urban areas in Viet Nam. A core component of the project is to improve climate-resilient, gender-responsive, and inclusive infrastructure asset management in the targeted municipalities. This includes training government officials and related beneficiaries, reviewing municipal asset management plans, and piloting nature-based infrastructure solutions. Project oversight is based in Ottawa, with the local office in Ha Noi undertaking implementation and in-country logistics.

### Major Purpose

Under the direction of the Country Manager (CMV), the **Project Officer – Infrastructure Asset Management** is responsible for coordinating the delivery of technical assistance and capacity-building activities related to municipal asset management. The Officer acts as a technical link between Canadian municipal volunteers and Vietnamese local government counterparts to ensure that municipal assets are managed in a way that is climate-resilient and inclusive.

### Key Responsibilities

#### 1. Project Coordination and Implementation

- Support the Project Manager and the Office Country Manager in implementing the Annual Work Plan (AWP) specifically for infrastructure asset management outcomes.
- Facilitate technical exchanges and training for city and provincial officials in climate risk assessment and resource mobilization for asset management.
- Coordinate the review of municipal asset management plans to identify gaps in data, risk analysis, and implementation tools.
- Assist in the implementation of pilot nature-based infrastructure solutions to mitigate climate impacts like floods and fresh water supply issues.

## 2. Technical and Volunteer Support

- Provide technical and logistical support to Canadian municipal volunteers and experts providing peer-to-peer coaching on AM.
- Translate technical asset management concepts and local context for Canadian volunteers to ensure technical assistance is relevant to the Vietnamese environment.
- Support local governments in integrating gender equality and social inclusion (GESI) considerations into their infrastructure planning and decision-making processes.

## 3. Monitoring, Evaluation, Learning, and Knowledge Sharing (MELKS)

- Collect results and outcome data, in collaboration with provincial and ward partners, under the guidance of the FCM MELK officer
- Assist in preparing progress reports and results reports for FCM Ottawa and Global Affairs Canada.
- Document best practices and success stories from pilot projects for dissemination.

## 4. Stakeholder Relations

- Maintain regular communication with technical staff at the Ministry of Construction (MoC), DoC, provincial Department of Agriculture and Environment and the participating municipalities.
- Support the organization of Technical Working Group (TWG) meetings and workshops related to infrastructure resilience.

## 5. Administration and Procurement

- Carry out the procurement of goods and services required for technical activities, workshops, and pilot nature-based solutions in accordance with FCM and GAC procurement policies.
- Identify, evaluate, and manage local service providers or technical consultants (outsourcing) for specialized tasks such as infrastructure data collection, mapping, or engineering reviews.
- Draft the Terms of Reference (ToRs) for outsourced services and monitor the performance of contractors to ensure high-quality delivery.
- Manage and track small budgets allocated for specific project events or field missions, ensuring all expenses are justified, documented and compliant with the VNCRM Finance Manual and GAC regulations.

## Required Knowledge, Education and Experience

- University degree in Civil Engineering, Urban Planning or a related field.
- Minimum of 7 years of professional experience in infrastructure project management or municipal asset management.
- Knowledge of climate change adaptation strategies and their application to public infrastructure in Vietnam.
- Familiarity with the network of climate change resilient urban development practitioners and projects in Vietnam.
- Demonstrated experience in capacity building or training for local government officials.
- Understanding of gender-responsive infrastructure planning is a strong asset.
- Excellent communication skills in both Vietnamese and English.

## Location Requirements

- Stationed in the FCM field office in Ha Noi.
- Available for regular travel to participating provinces and pilot sites within Viet Nam.



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The Federation of Canadian Municipalities is committed to fostering an organizational culture that embraces equity, diversity, inclusion and belonging, where individuals from diverse racial and ethnic identities, nationalities, social economic status, sexual orientation, gender identity/expression and physical and mental abilities can thrive and be fully engaged at their best level.

FCM welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates to take part in all aspects of the recruitment and selection process.

## **\*\*ATTENTION\*\***

Please submit a cover letter in English (no more than 1 page) explaining your suitability for this position and YOUR SALARY EXPECTATION as well as a current CV to [HR\\_VN@fcm.ca](mailto:HR_VN@fcm.ca) by **12th Jan 2026**. Please note we will be reviewing CVs as they are received and may close the competition if a suitable candidate is found.

*We thank all candidates for their interest; however, we will only contact those selected for an interview. All the applications will be kept on file for six months following the hiring.*