

## **Project Officer – Solid Waste Management**

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.

**Position:** Project Officer – Solid Waste Management (SWM)  
**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, and solid waste management (SWM) in urban areas in Viet Nam.

A primary focus of the VNCRM project is to improve climate resilience and solid waste management—with a particular emphasis on plastic waste reduction—at the ward level. This involves updating SWM plans, providing capacity building to local wards, and partnering with Women-Led Organizations (WLOs) and Community-based Organizations (CBOs) to implement sustainable, inclusive, and gender-responsive waste management initiatives.

### **Major Purpose**

Under the direction of the Country Manager (CMV), the **Project Officer – Solid Waste Management** is responsible for coordinating the delivery of project activities. This includes providing technical assistance to participating wards to update SWM plans, overseeing the implementation of pilot SWM initiatives, and fostering community engagement through local organizations. The Officer ensures that SWM strategies are aligned with Vietnam's national environmental priorities and FCM's gender-equality goals.

### **Key Responsibilities**

#### **1. Project Coordination and Technical Support**

- Support the Project Manager and the Country Office Manager in implementing the Annual Work Plan (AWP) regarding solid waste management and plastic waste reduction.
- Provide technical assistance (TA) to selected wards to update their integrated SWM plans, ensuring they are climate-resilient, gender-responsive, and inclusive.
- Oversee the allocation and monitoring of financial support for priority SWM initiatives at the ward level.
- Support the development of strategies specifically aimed at reducing plastic waste pollution in targeted urban areas.

#### **2. Community Engagement and Partnership Management**

- Act as the primary technical liaison for Women-Led Organizations (WLOs) and Community-based Organizations (CBOs) involved in community-level SWM.

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- Coordinate the delivery of capacity-building programs for local stakeholders to ensure the sustainability of SWM practices.
- Facilitate collaboration between ward administrations and community groups to ensure SWM initiatives reflect local needs and ward priorities.

### 3. Volunteer and Expert Coordination

- Support Canadian municipal volunteers and short-term technical experts in providing peer-to-peer technical assistance on waste diversion, recycling, and plastic management.
- Ensure technical materials and volunteer advice are culturally and operationally adapted to the Vietnamese local government context.

### 4. 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.
- Track project progress against SWM-related indicators in the Performance Measurement Framework (PMF).
- Prepare high-quality technical reports and updates for the Country Office Manager and the Project Manager in Ottawa.
- Document lessons learned and innovative community-based SWM models to share with the national partners and other beneficiaries.

### 5. Administration and Procurement

- Manage the purchase of equipment and materials necessary for ward-level pilot initiatives and community programs.
- Coordinate the outsourcing of technical services related to community-based initiatives and solid waste management, ensuring that all "buy or outsource" decisions prioritize cost-effectiveness and project impact.
- Ensure all procurement and outsourcing activities are justified, fully documented and compliant with the VNCRM Finance Manual and GAC regulations.

### Required Knowledge, Education and Experience

- University degree in Environmental Science, Environmental Engineering, Urban Management, or a related field.
- Minimum of 5 years of professional experience in solid waste management, environmental protection, or urban service delivery.
- Specific expertise in **plastic waste reduction strategies** and community-based waste management models.
- Familiarity with the network of waste reduction practitioners and projects in Vietnam.
- Demonstrated experience working with CSOs, WLOs, or community groups in Vietnam.
- Familiarity with Vietnam's Law on Environmental Protection and national SWM regulations.
- Strong project management skills, including the ability to monitor small grants or pilot initiative budgets.
- Excellent written and oral communication skills in both Vietnamese and English.

### Location Requirements

- Stationed in the FCM field office in Ha Noi.
- Available for frequent travel to project sites and participating provinces.

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.

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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 the [HR\\_VN@fcm.ca](mailto:HR_VN@fcm.ca) by **12<sup>th</sup> 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.*