

# GREAT2 T4EMW

## Investment Workstream Coordinator

Hanoi · Full-time, Project-Based · 2026

<b>Job Title</b>	GREAT2 T4EMW Investment Workstream Coordinator	<b>Reports To</b>	T4EMW Project Manager
<b>Location</b>	Hanoi	<b>Position Type</b>	Full-time consultancy (project-based)
<b>Salary Range</b>	Competitive, based on experience	<b>Posting Expires</b>	[Date]
<b>HR Contact</b>	lucy.hoang@clickableasia.com	<b>Travel Required</b>	Yes (Son La and Lao Cai Provinces)

To apply: email [lucy.hoang@clickableasia.com](mailto:lucy.hoang@clickableasia.com) with subject "Investment Workstream Coordinator – Your Name", attaching your English CV and cover letter.

### About Clickable Impact

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Clickable Impact is a 25-person, mission-led consulting firm that helps clients across Asia contribute to green and inclusive growth. We manage large contracts for the Asian Development Bank, World Bank Group, and other leaders in development finance. Our size lets us move fast; our work shapes significant agendas in private sector development, sustainable finance, climate technology, and sustainable tourism.

### Project Context

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This role sits within the Tourism for Ethnic Minority Women (T4EMW) component of the Aus4Equality GREAT 2 Project — an AUD 2.8 million initiative running until June 2027 across Son La and Lao Cai Provinces. T4EMW works to empower ethnic minority women through income generation, skill development, and socio-economic advancement, with tourism as the primary vehicle.

The project’s investment mobilization workstream aims to catalyze AUD 550,000 in private investment and AUD 100,000 in grant funding across the two provinces. In Son La, this centers on establishing Responsible Tourism Investment Guidelines, developing an investment appraisal system, and organizing a provincial investment forum and an investor roadshow. In Lao Cai, the focus is on facilitating large private investment into Bat Xat Nature Reserve through an impact management framework, investor forum, and targeted deal facilitation, alongside grant fundraising and MSME access-to-finance support.

The investment workstream is implemented primarily through a network of external consultants and specialist firms. The Investment Workstream Coordinator’s job is to drive that implementation — keeping consultants accountable, coordinating stakeholders, and ensuring deliverables land on time and to standard.

## Role Overview

The Investment Workstream Coordinator will manage the day-to-day implementation of T4EMW's investment mobilization activities across Son La and Lao Cai. This is a project management and coordination role, not a technical investment advisory role. The successful candidate will be an experienced development project coordinator who is comfortable holding external consultants to account, managing multiple concurrent workstreams, and keeping a complex stakeholder environment moving.

## Key Responsibilities

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### 1. Investment Workstream Project Management

- Maintain a clear, up-to-date workplan covering all investment workstream activities in Son La and Lao Cai, with milestones, responsible parties, and status tracking.
- Manage day-to-day progress against the workplan, proactively identifying and resolving blockers.
- Coordinate across the T4EMW team (Project Manager, Senior Investment Advisor, Destination Management, Product Development, and provincial officers) to align investment activities with broader project sequencing.
- Maintain organized documentation for all investment workstream activities, decisions, and outputs.

### 2. Consultant Management and Accountability

- Hold consultants accountable to agreed scopes, timelines, and quality standards through structured check-ins, milestone reviews, and written feedback on deliverables.
- Coordinate inputs from the broader team (Senior Investment Advisor, provincial officers, local stakeholders) to support consultant work.
- Escalate quality or timeline issues early, with proposed solutions.

### 3. Stakeholder Coordination

- Coordinate with provincial authorities in Son La and Lao Cai to support investment workstream activities, including the Bat Xat Nature Reserve management board, provincial tourism agencies, and relevant government counterparts.
- Support logistical planning and stakeholder mobilization for investor forums and roadshows in Son La, Lao Cai, Hanoi, and Ho Chi Minh City.
- Facilitate communication between investors, consultants, provincial partners, and the T4EMW team throughout the deal facilitation and grant fundraising pipelines.

### 4. Reporting and Knowledge Management

- Prepare regular progress reports on the investment workstream for the Project Manager and Senior Investment Advisor, including status against targets (AUD 550,000 private investment, AUD 100K grants).
- Contribute investment workstream content to donor reporting, including narrative summaries, activity updates, and results data.
- Document lessons learned and maintain accessible records of tools, templates, and process documentation developed through the workstream.
- Prepare presentations and briefing materials on investment workstream progress.

## How We Will Measure Your Success

Performance will be evaluated based on:

- Delivery of investment workstream activities on schedule, as measured against the approved workplan.
- Quality and timeliness of consultant outputs, as assessed through milestone reviews.
- Progress toward investment targets: AUD 550,000 in private capital mobilized; AUD 100K in grants secured.
- Quality and timeliness of reporting contributions.
- Stakeholder feedback from provincial counterparts, consultants, and the core T4EMW team.

## Requirements

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### Education and Experience

- At least 5 years of experience coordinating international development projects in Vietnam.
- Experience on projects involving private sector engagement or private capital mobilization.
- Demonstrated experience managing external consultants or subcontractors: setting scopes, tracking deliverables, and maintaining accountability.
- Bachelor's degree in a relevant field (development, public policy, economics, business, or related disciplines).

### Skills

- Strong project management skills: work planning, milestone tracking, issue escalation, and documentation.
- Clear written communication in English and Vietnamese, with experience contributing to donor reports and project documentation.
- Organized and detail-oriented, with the ability to manage multiple concurrent workstreams without losing track of the details.
- Comfortable working in a fast-moving, small-team environment where roles overlap and initiative is expected.
- Strong interpersonal skills for managing relationships with consultants, government counterparts, and project team members.

### Advantageous

- Experience working on projects funded by Australia DFAT or USAID.
- Familiarity with Vietnam's tourism sector.
- Experience with impact investment, social enterprise, or sustainable finance programming.
- Prior experience working in or coordinating activities in Son La or Lao Cai Provinces.

## What We Offer

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- Direct exposure to investment mobilization and private sector engagement in international development — a growing and sought-after area of practice.
- A close-knit team of 25 where your contribution is visible and your judgment is trusted.
- Competitive compensation based on experience.
- The opportunity to contribute to a project with a direct and measurable impact on ethnic minority women in Northwest Vietnam.

## How to Apply

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Send your CV and a cover letter to [lucy.hoang@clickableasia.com](mailto:lucy.hoang@clickableasia.com) with the subject line "Investment Workstream Coordinator – Your Name". In your cover letter, describe a project coordination role you have held and explain specifically how you managed external consultants or subcontractors. We will be reading for clarity and directness.