

## JOB DESCRIPTION

### **Job Title: Project Coordinator & GEWEE**

**Duration:** Full-time

**Reports to:** Team Leader

**Position Location:** Hanoi, Vietnam

### **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 Team Leader of SPRINT, the Project Coordinator and Gender Focal will support the project's Team Leader in directly implementing, supervising, and providing technical assistance for activities under component 1&2 of the project and coordinating with the project's technical and program staff (MERL Specialist, CE Specialist, Operation Manager, Communication and Learning Officer, and Field Officers..ect..) to ensure effective implementation of project activities from the perspectives of M&E, GESI, and GEWEE.

### **KEY RESPONSIBILITIES**

#### Planning:

- Coordinate with the project's technical and financial teams in the development of annual plans;
- Directly responsible for designing activities for component 2 of the project;
- Support the integration and ensure the inclusion of GESI and GEWEE elements in the activities for component 1 of the project;
- Participate in and facilitate discussion sessions in planning consultation meetings with project partners and stakeholders.

### Coordination and Technical support

- Directly implement, supervise, coordinate the execution, and report on the implementation of component 1&2 of the project
- Provide technical inputs in the research/survey reports/technical documents, with GESI/GEWEE perspectives
- Participate in the development and implementation of the Gender Equality Strategy (GES), and ensure updates are applied annually.
- Ensure a women's economic empowerment approach is streamlined and adhered to throughout the design and implementation of the project activities, implementation, planning, and reporting.
- Work closely with the Agri-business and Resilience Lead, Team Leader, and MERL Specialist to ensure appropriate data collection and synthesize lessons learnt for reporting purposes.
- Advise on gender targets and indicators for the project's monitoring and evaluation.
- Provide inputs into all key project publications and studies to ensure gender is integrated and reflected.
- Co-facilitate training, knowledge sharing, and promotion of Gender Equality (GE) to SPRINT staff, partners, stakeholders etc.
- Acting as the focal person on gender equality and inclusiveness compliance monitoring/auditing for the program, office operations, and gender-proof reading for publications. This includes producing of periodically gender responsiveness reminders, tips, actions etc.

### Knowledge Development and Communication Products

- Identify key gender insights based on monitoring visits and project-level surveys and contribute to SPRINT knowledge management and communications products.
- Participate in the Program's and Partner's workplan development and provide expert knowledge and guide/facilitate partners 'discussion on gender and women's economic empowerment issues.
- Supervise the Knowledge management & Communication officer as Line manager. Providing guidance, and support and together with her/him co-develop and co-implementation communication/dissemination products related to project Outputs on gender, women's economic empowerment, women leadership, champions etc, and its relations to thematic intervention on climate resilience, clean growth and agribusinesses.
- Document lessons learned and good practices regarding gender mainstreaming for dissemination, including written and other forms of visuals such as infographics, social media updates, and videos.

- Frequent updates of gender equality promotion and interventions by development partners, knowledge publications, trainings, sharing events etc. for joint-learning of the team and partners.
- Leverage (on-the-job) learning on Climate resilience, Agri-businesses, Clean growth, RE/EE to build the best effectiveness of guiding mainstreaming GE/WEE into these themes.

#### Data Collection, Analysis and Management

- Ensure key progress indicators (qualitative and quantitative) are collected from partners, reviewed, entered into the Project database.
- Discuss with relevant stakeholders and undertake field visits to confirm and triangulate data findings.
- Support in providing training on survey and interview best practice (key informant and focus group).
- Ensure tracking of alumni Project beneficiaries (MSMEs, cooperatives, producers, and EMW) to contribute to the measurement of the Project's long-term impact.

#### Project Implementation

- Support the delivery of intended outcomes
- Together with the project team leverage understanding and enhance partnership between Cowater/SPRINT with Yen Bai stakeholders.
- Contribute to the project's regular progress reporting and any other reports as required.
- Provide other support, as required, by the Team Leader.

### **JOB REQUIREMENTS**

The position will require the following qualifications, skills, knowledge, and experience:

- Demonstrated skills in leveraging gender and WEE evaluations, research and case studies to advocate for evidence-based solutions by policymakers, leaders and decision-makers.
- Comprehensive understanding and application of gender equality-related concepts, intersectionality, and human rights-based approaches.
- Proven analytical skills, particularly in gender analysis.
- Proven ability to connect market sectoral issues and programmatic approaches to gender.
- Master's Degree in a relevant field preferred, including development, gender, inclusion.
- At least five (5) years of experience working on private sector development programs, in a role of GE or WEE specialist.
- Experience working with GAC on planning, reporting and communications would be highly appreciated.
- Experience with Results-Based Monitoring frameworks.
- Experience developing and delivering training related to gender equality and WEE.

- Familiarity with GAC's Feminist International Assistance Policy (FIAP).
- Deep experience and understanding of the particular vulnerabilities faced by ethnic minority women and demonstrating cultural awareness and sensitivity.
- Open to Vietnamese nationals only.
- Fluency in English and Vietnamese would be an asset.

## APPLICATION

Interested applicants are invited to submit their CV and cover letter in English with the subject line of "**Project Coordinator & GEWEE**" to [Recruitment@sprint-vietnam.com](mailto:Recruitment@sprint-vietnam.com) **on or before 17.00, July 10, 2026**. 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.*

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