

CLOUDWELL
WATER TECHNOLOGIES

PROJECT COORDINATOR, CA MAU

Company: Cloudwell Water Technologies

Location: Ca Mau, Vietnam — on-site; relocation required for the first 6 months (possibility of extension)

About the Company

Cloudwell Water Technologies (Cloudwell) is a Social Purpose Corporation that specializes in professional rainwater harvesting, water treatment, and water systems management. The company's primary focus is supporting schools, healthcare clinics, and other public infrastructure, allowing them to operate completely off treated rainwater. Cloudwell Water Technologies is regionally based across Southeast Asia, with current operations in Vietnam, Malaysia, and Indonesia. Cloudwell Water Technologies serves as the for-profit leg of the International NGO, Gravity Water.

Position Overview

Cloudwell is seeking a Project Coordinator to manage rainwater harvesting project installations at the assigned project locations, ensuring each project is properly installed and meets quality assurance protocols. This includes coordinating directly with the Country Operations Manager on material delivery, and leading day-to-day coordination with the on-site labor team throughout each installation.

Responsibilities

Key duties include, but are not limited to:

A. Pre-Installation Planning & Coordination

- Execute technical site assessments to evaluate the viability of each project installation, and flag any issues to management before work begins.
- Coordinate with the Country Operations Manager to confirm materials availability and delivery timing before each installation.
- Fulfill installation schedules as defined by senior management staff, including site assignments, team deployment, and logistics.
- Confirm site-specific requirements and any special conditions with each labor team before installation begins.

B. Field Installation Oversight

- Manage and coordinate installations at the assigned project location, from scheduling through completion.
- Coordinate on-site with the labor teams to keep installations on schedule and following site safety practices.
- Verify received materials and tools against the delivery list specific for each installation site.
- Complete the official installation checklist and all required documentation to ensure each project meets Cloudwell's quality standards.

C. Training & Handover

- Ensure each installation is complete and functioning properly before handover.
- Provide training to the persons in charge of the operation and maintenance of the system.

- Ensure installation handover documentation is fully completed and submitted to management.

D. Team Coordination & Communication

- Serve as the main point of contact between the warehouse and the on-site labor teams.
- Report regularly to management on installation progress.

Required Skills and Qualifications

- Vietnamese national, willing to relocate to Ca Mau for the first 6 months (possibility of extension).
- Strong communication skills, with an emphasis on professionalism and being solution-orientated.
- Demonstrated teamwork and leadership abilities.
- English required (spoken and written); Vietnamese fluency also required.
- Ability to read and interpret basic technical installation diagrams and documentation.
- Familiarity with supply chain coordination and materials planning.
- Experience in water systems, WASH infrastructure, or community/school programs is recommended.
- Hands-on, detail-oriented, and comfortable working in a dynamic environment.
- 3–7 years of experience in project management, construction, team management, or related work.

To Apply

Send your CV and a short cover note to Jane@cloudwellwater.com with the subject line “Project Coordinator, Ca Mau - Application”. Applications must be submitted by EOD sep 30, 2026.