

Call for Applications

Provincial Coordinator

Tuyên Quang (Hà Giang)

(Anticipated Vacancy)

Important Notice

This recruitment process is being conducted for an anticipated vacancy that may arise through an internal staff reassignment. Any appointment resulting from this process is subject to confirmation. Socodevi reserves the right to cancel or suspend the recruitment process should the anticipated vacancy not materialize.

Organization

Socodevi is a Canadian network of cooperative and mutual enterprises that shares its technical expertise and practical know-how with partners in developing countries. Our mission is to improve the living conditions of the communities we support in a tangible and sustainable way.

Workplace

Based in **Tuyen Quang (Ha Giang Ward 2)** with occasional travel to Hanoi

Duration of assignment

December 2026 – December 2029.

Contract Type

The position is for Vietnamese nationals only.

Project Description

Socodevi is seeking an experienced Provincial Coordinator for the BLOOM Project (Biodiversity and Livelihood Opportunities for Ethnic Minority Women). This Global Affairs Canada-funded initiative (2025–2030) promotes biodiversity conservation and inclusive livelihoods in the Tuyen Quang and Dak Lak provinces. The project's ultimate goal is to improve the health of key ecosystems to support the economic and social resilience of ethnic minority women and their communities.

Key Expected Results:

- **Outcome 1100:** Increased adoption by ethnic minority women and their communities of gender-sensitive nature-based solutions (NbS) that protect the ecological integrity of Key Biodiversity Areas for conservation and climate adaptation.
- **Outcome 1200:** Increased sustainable use of Key Biodiversity Areas by ethnic minority women who are especially vulnerable to climate change impacts.
- **Outcome 1300:** Enhanced participation and influence of ethnic minority women in shaping governance, policies, and programs related to Key Biodiversity Areas that are critical for biodiversity targets and climate resilience.

Position Overview & Reporting Lines

The Provincial Coordinator will lead the coordination and support the implementation of project activities in Tuyen Quang, ensuring alignment with the overall project strategy and effective collaboration with local stakeholders, especially government partners, ethnic minority communities, civil society, and private sector actors. The coordinator will play a key role in collaboratively translating national-level plans developed by sector specialists into contextually grounded provincial activities and results.

Direct Supervisor: Country Director (direct line manager responsible for performance evaluations), with a routine dotted-line reporting relationship to the Technical Team Leader for technical guidance and coordination. This reporting arrangement may be adjusted before the start date of the contract.

Direct Supervision: Deployed consultants, technical service providers, and Institutional Member volunteers when deployed to and operating in Tuyen Quang province

Key Internal Collaborators: Works in close, day-to-day coordination with national Technical Specialists (e.g. Technical Team Leader, Agriculture & Markets, Biodiversity & Forestry, Financial Inclusion, Gender, MEL and Operations team).

External Interfaces: Serves as the primary provincial focal point for Dak Lak provincial authorities, People's Committees, Departments (e.g., DAE, Women's Union), Forest Management Boards, local communities, and cooperatives.)

Specific Tasks and Responsibilities

Project Coordination & Implementation (50%)

- Coordinate day-to-day project activities in the province, in close collaboration with technical specialists and implementing partners.
- Support the development of provincial annual, quarterly, and monthly work plans, budgets, and activity reports.
- Support the provincial-level implementation of interventions in sustainable livelihoods, NbS, gender equality, and climate resilience.
- Support community-level initiatives that promote women's leadership, voice, and participation in forest-based livelihoods and decision-making.
- Where necessary, to oversee sub-grant activities, technical service contracts, consultants, and volunteers working in the province.
- Support the preparation of official letters and requests to seek approvals from relevant authorities for project field work, meetings, and coordination activities, ensuring compliance with local protocols.

Partner and Stakeholder Engagement (30%)

- Coordinate the implementation of activities with provincial authorities, forest management boards, local mass organizations, and NGOs.
- Build and maintain strong relationships with provincial People's Committees, Departments (e.g. FPD, FMB, DAE, WU), local communities, cooperatives, and value chain actors.
- Facilitate and/or participate in regular provincial coordination meetings and learning events.
- Represent the project at provincial forums and technical working groups.

Monitoring, Evaluation, Learning and Communication (10%)

- Monitor progress of field activities and contribute to adaptive management approaches.
- Work with the MEL specialist to ensure accurate data collection, reporting, and documentation of results and lessons.
- Contributes to quarterly, annual, and donor reports with qualitative and quantitative updates from the province.
- Collaborates with the Communications Officer to identify communications and media opportunities that promote Socodevi and DID's work

Gender Equality and Social Inclusion mainstreaming (10%)

- Ensure GESI principles are embedded throughout project activities and partnerships.

Professional Requirements

Minimum:

- Bachelor's degree in forestry, agriculture, development studies, natural resource management, or a related field. Master's degree an asset.
- Minimum 5 years' experience in project coordination or management in rural development, preferably in the forestry or environment sectors.
- Proven experience working with ethnic minority communities, cooperatives, and provincial government agencies.
- Strong analytical, facilitation, and communication skills in English
- Proficient in standard IT tools (Word, Excel, PowerPoint).

Desirable:

- Familiarity with gender-responsive and socially inclusive programming.
- Knowledge of provincial policy context, planning processes, and institutional structures in Vietnam.
- Previous experience working in Tuyên Quang (Hà Giang) is a strong asset.
- Ethnic minority language skills desirable.
- Motorcycle driving license.

Working Conditions

- **Work Schedule:** Monday to Friday, with occasional evening and weekend work as needed.
- **Flexible Work Arrangements:** Socodevi supports flexible work options, including work from home, adjusted hours, and job sharing, where feasible.
- **Contract Type:** 12-month full-time employment contract, with strong potential for extension.
- **Workplace:** Based in Tuyen Quang province with frequent travel to target communes and occasional travel to Hanoi
- **Conditions:** May involve travel to remote or forested areas under varying weather conditions.

Expected Start Date: 1 December 2026

Socodevi Core Values

At Socodevi, we are committed to advancing gender equality and building an inclusive, respectful, and safe work environment for both the communities we serve and the people on our team. We welcome applications from women, ethnic minorities, and individuals with disabilities, and actively support flexible work arrangements, including job sharing, remote work and adjusted hours. We recognize that diverse perspectives and lived experiences strengthen our work, and we are committed to ensuring accessibility and equity at every stage of employment.

All staff are required to sign the Code of Conduct and the Policy Against Fraud and Corruption on an annual basis. The Code of Ethics, Safeguard Policy, and Anti-Terrorism Policy are to be signed once upon hiring.

How to Apply

Please click on the link to access the [online application form](#). Applications by email will not be accepted. Only short-listed candidates will be notified. Socodevi has a competitive compensation package. Offers are based on the relevant experience and qualifications of the selected candidate. Candidates should submit their applications by **5:00 pm on Sunday, 1 November 2026**.