

JOB DESCRIPTION

Business and Investment Executive based in Hanoi, reporting to Business and Investment Lead

This position exists to support the Business and Investment Lead in improving economic conditions across the bamboo sector and thereby maximise demand for bamboo from smallholders and farmers.

OVERVIEW

The Mekong Bamboo aims to facilitate the development of a vibrant and sustainable world class bamboo industry in the region that alleviates poverty by creating value for all actors across the supply chain.

The business, supply chains and investment component of mekong bamboo is the engine behind this poverty-reducing change, aiming to improve economic conditions across the sector and to give all competitors a path to higher incomes at lower cost and with lower risk. Working directly with the private sector, our work strengthens and aligns bamboo supply chains and individual businesses – improving business models, introducing modern technology and production techniques, facilitating investment, improving information flows and facilitating networking and collaboration.

KEY RESPONSIBILITIES

This position is part of the Mekong Bamboo team with the following shared responsibilities:

- Work closely with the Business and Investment Lead to develop effective business models and improve the productivity of existing models along the supply chain.
- Regularly monitor and review the supply chain pilot projects in the provinces, especially with regard to quality and performance; report findings and recommendations to Business and Investment Lead.
- Support the Business and Investment Lead in the design and establishment of new supply chain pilots.
- Ensure a strong collaboration with the Communications team at all times to provide and maintain an accurate and timely flow of information between the business units.
- Assist the Business and Investment Lead where needed in developing relationships with local investors and other local organisations across the entire supply chain, from larger businesses to smallholder farmers. Act as the primary point of contact for a number of relationships as assigned.
- Support the Business and Investment Lead to deliver a coherent programme of activities to support the increased investment and competitiveness of business at all levels of the supply chain in the region.
- Provide support to the Business and Investment Lead as and when required to create products and services within Mekong Bamboo for which there is clear commercial demand.
- Provide support to various project development and management initiatives within Mekong Bamboo.
- Manage project budgets, carry out regular planning and review processes within the Mekong Bamboo programme team.
- Provide support as required to other projects as and when they may be implemented.
- Carry out program-relevant research.

The balance of these tasks will be determined by the Business and Investment Lead. Since PI is a start-up organisation, all staff is asked to be flexible about the scope of and approach to further work. For example, there may be times when the job holder is required to take part in work not specifically indicated in this job description.

SUPERVISORY AND WORKING ENVIRONMENT

Team: Mekong Bamboo

Supervises:

- Business & Investment Officer(s);

Workstation: PI Head Office. Regular travel to project sites and to PI operational countries (such as Laos and Cambodia) is required. Willingness to work overtime.

KEY CHARACTERISTICS

	Essential	Desirable
Experience/ Education	<ul style="list-style-type: none"> • A university graduate, in business, finance, economics, accounting or even engineering. • At least 5-years’ experience working in the private sector – dirt under your finger nails is valued. • Experience in managing business, projects, money and people. • Experience working in a busy office, meeting a wide range of requests 	<ul style="list-style-type: none"> • A strong network of business / government contacts. • Experience working with people of other cultures and backgrounds
Skills/ Competencies	<ul style="list-style-type: none"> • Excellence working knowledge of what drives businesses, including sharp analytical skills. • A technical understanding of production processes across various industries. • Good communication skills, both written and verbal, in English and Vietnamese 	<ul style="list-style-type: none"> • Experience in Laos or Cambodia

Personal qualities	<ul style="list-style-type: none"> • Commitment to the challenge of eradicating global poverty • Belief in the importance of markets as a leading solution to poverty • Strong commitment to an output and performance-based working style • Strong desire to participate in and contribute to an evolving and entrepreneurial start-up organisation, including accepting and welcoming the personal opportunities and risks that this presents • Willingness by programme positions to travel and work in the region, occasionally in remote areas. • Strong alignment with the goals, purpose and methods of PI, and the desire to be a key part of an organisation such as PI • Capacity to engage with poor people and to understand the human experience of poverty
---------------------------	---

TERMS AND CONDITIONS

- Full time, fixed term 12-month contract (subject to three-month probationary period. If this period is successfully completed the post-holder will be confirmed in post), extendable subject to satisfactory performance and available funding.
- Job Grade: to be verified
- Salary Scale: to be discussed.

CLOSING DATE: This position will be filled as soon as the right candidate is identified.

P
PROSPERITY
INITIATIVE

Competitive package and career development opportunities will be offered to the right candidate
Interested parties are kindly invited to send application with most updated CV (including picture and daily contact numbers) to: recruitment@pi-email.org
The subject line of your email must be “**Business and Investment Executive**”
Application will be handled in strict confidence and on first come first serve basis