

Job Description: The Swiss Tourism for Sustainable Development (ST4SD) Project Coordinator for in Quang Nam province

Position title: Project Coordinator

Location: Quang Nam province (Hoi An city and relevant areas)

Reports to: Component 3 Manager of the ST4SD project

Main Objectives

Coordinate and implement activities under the “**Swiss Tourism for Sustainable Development**” project in Quảng Nam province, focusing on:

- 1. Developing cooperation and public-private dialogue:**
 - Participate in building public-private dialogue activities with businesses involved in sustainable tourism development in Quang Nam province.
- 2. Promoting innovation initiatives:**
 - Promote innovative and sustainable solutions to improve business efficiency and reduce environmental impact for tourism businesses involved in the project.
- 3. Capacity building:**
 - Organize training programs to provide technical support and share experiences to enhance the capacity of local businesses and community in the sustainable tourism value chain.
- 4. Developing and implementing the Quang Nam province’s green certifications:**
 - Coordinate activities related to the development, implementation, and promotion of the **Quang Nam province’s green certification** standards, supporting the local tourism sector in adopting environmentally friendly and sustainable practices.

Key Responsibilities:

- 1. Project management and implementation of activities:**
 - Follow the guidance of the ST4SD project team leader and component manager to plan and execute project activities in the province following agreed schedules and goals.
 - Handle logistics and coordinate workshops, seminars, and training sessions to raise awareness of sustainable tourism and implement the green certification.
- 2. Business support:**
 - Provide direct support to local experts in guiding businesses on how to apply the Quang Nam provincial green certification standards.
 - Gather and consolidate innovative solutions to enhance sustainability in tourism business operations.
- 3. Partnership strengthening:**

- Carry out and coordinate with partners including government agencies, NGOs, tourism associations, and local communities to ensure effective collaboration.
- Promote and enhance the participation of businesses and local communities in project activities.

4. **Monitoring and Evaluation:**

- Collect data and assess results of project activities.
- Provide regular reports on progress, impacts, and lessons learned from project implementation.

Job Requirements:

- **Education:**
 - Bachelor's degree or higher in fields such as tourism management, sustainable development, environmental management, or related areas.
- **Experience:**
 - At least 2 years of experience in project management, sustainable tourism development, or international cooperation.
 - Experience working with tourism businesses and local communities.
- **Skills:**
 - Excellent project organization and management skills.
 - Strong communication, negotiation, and partnership-building abilities.
 - Knowledge of sustainable tourism and environmental standards.
 - Proficiency in both Vietnamese and English.

Benefits:

- Dynamic, international work environment with opportunities to learn and grow in the sustainable tourism sector.
- Competitive salary and benefits according to project regulations.
- Opportunities to participate in professional training programs and conferences both locally and internationally.