



Join WE4Ag project as a Partnership & Digitalization Officer!

About the role

The Partnerships & Digitalization Officer will support the implementation of WE4Ag, a sustainable agriculture project, by strengthening coordination with partners and promoting the use of digital solutions in agriculture. The role involves proactively following up with partners to monitor progress against agreed targets and timelines, maintaining regular communication through various channels (including Zalo groups), and supporting the rollout and effective use of digital tools and applications in close collaboration with MEVI Support Impactful Business Initiative Joint Stock Company (MEVI SIB) - a women-led social enterprise that has been producing green agricultural products since 2015, a key ecosystem partner of the WE4Ag project. The Officer will also contribute ideas and initiatives to enhance partner engagement and encourage digital adoption among project stakeholders, while providing logistical and coordination support for project events, meetings, and other key activities

About WE4Ag project

The project “Accelerating Green Women's Entrepreneurship for More Sustainable Agriculture in Vietnam (WE4Ag)” (abbreviated as the WE4Ag Project) supports women entrepreneurs in accessing technical knowledge, improving farming practices toward green and sustainable agriculture, applying organic agricultural inputs, and reducing the use of chemical fertilizers and pesticides. At the same time, the project improves access to agricultural processing facilities, which is currently a weak link in the value chain. Underutilized processing facilities will be optimized to meet the shared needs of entrepreneurs who are unable to invest in their own facilities.

Overall Objective of the Project: To contribute to building a sustainable and environmentally friendly agricultural sector in Vietnam through promoting women-led green business models.

Key responsibilities

1. Technical Expertise

- Provides technical support to project implementation in the areas of gender and digitalization, including promoting women’s green entrepreneurship, strengthening women’s voice and leadership, engaging men, and supporting the adoption of digital tools among female farmers.
- Manages and maintains multiple Zalo/online groups to facilitate communication, engagement, and information sharing among partners and project stakeholders.
- Coordinates regular communication and follow-up with partners, consultants, and beneficiaries to support effective project implementation at local level.
- Supports the Project Manager in managing partnerships with consultants and local partners, ensuring agreed deliverables, timelines, and disbursement processes are properly implemented.
- Coordinates and facilitates project activities at the local level in collaboration with consultants, partners, and target beneficiaries

2. Capacity Building for Partners & Team Support

- Proactively follows up with partners and consultants on their workplans to ensure activities are implemented on time and effectively.
- Organizes and facilitates regular training/discussions with partners on the project logframe and keep the Project Manager updated on progress and challenges.

- Coordinates closely with Finance and Procurement to ensure timely processes in line with CARE's protocols and standards.
- Consults with the Project Manager on activity direction and provide clear, timely guidance to partners.
- Supports and mentors team members, including Volunteers and Program Support Officers, in carrying out administrative and finance-related tasks as needed.

3. Data Collection and Reporting:

- Tracks and analyzes data on WE4Ag activities and outcomes, including indicators on farm productivity, soil health, biodiversity, and farmer livelihoods, in coordination with consultants and CARE's sustainable agriculture team.
- Documents lessons learned from implementation, contributes to knowledge management on digitalization in sustainable agriculture value chain within CARE Vietnam and externally.
- Contributes to project MEAL processes, including regularly updating beneficiary data in the MEL database and supporting reporting requirements

4. Community Engagement & Networking

- Builds, maintains relationships with local partners, community leaders, and mass organizations (e.g., Women's Union, farmer groups), ensuring smooth coordination and trust at community level.
- Represents the project in assigned meetings with local partners and authorities at provincial and community levels, and reports back to the Project

5. Safety and Security, Gender and Inclusion and Safeguarding and Child Protection

- Upholds ethical standards, CARE's Safeguarding Policy and Codes of conduct;
- Understands of responsibilities with the CI Safeguarding Policy commitments, including signing of the Safeguarding Policy and Code of Conduct, and completing induction and refresher training;
- Promotes equal rights and challenges discriminatory norms to achieve social justice;
- Fosters an inclusive workplace respecting diverse gender identities, abilities, backgrounds, and experiences through dialogue, training, and diversity initiatives.
- All staff at CARE are expected to adhere to Safety & Security responsibilities, emphasizing team and individual accountability to maintain a safe environment. This includes readiness, compliance, and active engagement to mitigate risks through awareness, reporting, and policy enforcement.

Qualifications and Experience

Minimum Requirement

- Bachelor's degree in development studies, agriculture, rural development or a related field
- 2 years of relevant experience in project implementation
- Strong coordination and follow-up skills, with the ability to manage partners and tasks independently and meet deadlines.
- Proven experience in working with local partners, community groups, and/or local authorities; ability to represent the project in field-level meetings.
- Experience in organizing events or community engagement activities.
- Knowledge of gender equality frameworks and experience integrating gender in agriculture and development programs
- Fluency in Vietnamese and English (both written and spoken).
- Willingness to travel frequently to project sites (Cao Bằng, Tuyên Quang).

Desirable Requirement

- Master's degree in development studies, agriculture, rural development or a related field
- Working experiences in sustainable agriculture, rural livelihoods and supporting digital adoption including mobile apps, Zalo groups, online communication tools.

How to apply

We invite **Vietnamese candidates** to submit expressions of interest to join our team. Please email a letter of interest and CV in English language to vnm.jobs@care.org **no later than 5PM, 10th June 2026 (Hanoi time)**. As part of our application process, we kindly ask that you include the following in the subject line of your application email: **Partnership & Digitalization Officer** Application - [Your Full Name].

Since 1989, CARE in Vietnam has partnered with a wide range of organizations to implement over 300 impactful projects across the country. We believe that true sustainable development can only be achieved by addressing the root causes of poverty, social injustice, and inequality. In collaboration with our partners, we are committed to empowering women and their communities—whether smallholder farmers, workers, or owners of micro and small enterprises—by enhancing their skills, confidence, and capacity to engage in economic development, adapt to climate change, and strengthen their resilience to natural or major disasters. Together, we aim to foster a society where development is inclusive, equitable, and accessible to all.

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

Safeguarding & Inclusion

CARE is committed to **gender equality, diversity, inclusion, and safeguarding**. All staff are expected to uphold CARE's Safeguarding Policy, Code of Conduct, and contribute to a safe, respectful, and inclusive working environment.

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.