Introduction

This is an exciting opportunity to join a dynamic charity WasteAid. WasteAid is supporting governments and communities worldwide to tackle the waste management crisis that is impacting on the health, the livelihoods and the environment of some of the poorest communities in the world. WasteAid is looking for an experienced and dynamic Project Manager to join our growing team. The role will be a lead ambassador for our first project in Ho Chi Minh City, Vietnam as part of a major two-year programme, supported by Huhtamaki Group, working in India, South Africa and Vietnam.

Our new programme – the People’s Circular Economy Network

The People’s Circular Economy Network is an exciting new partnership between WasteAid and our sponsor, Huhtamaki.

Introduction - Global sustainable food packaging leader Huhtamaki are investing €900,000 (£800,000) in this partnership to drive community-level circular economy innovation in Vietnam, India and South Africa for a two-year period. To mark its 100-year anniversary, Huhtamaki is donating €3 million to global sustainability initiatives with a local impact: acting today, educating for tomorrow and funding innovation for the future. These are designed to make a difference where it matters most to help address global sustainability challenges and build circular economy initiatives.

The Huhtamaki funded project will provide financial support to WasteAid to deliver education and training on waste management and circular systems. It will enable WasteAid to work with key stakeholders in Johannesburg (South Africa), Ho Chi Minh City (Vietnam) and Guwahati (Assam, India) to fast-track and amplify local solutions that create value and reduce waste and pollution, in line with the UN’s Sustainable Development Goals.
The project – WasteAid will bring its expertise in sustainable waste management to share skills, develop business ideas and create end-markets for recyclable materials, driving innovation and developing a new generation of green entrepreneurs locally. The two-year programme will be focused on educating diverse local communities face to face and via a cloud-based learning platform, networking events and training programmes. They will seek to inspire innovative sustainable solutions through local innovation competitions. The programme will accelerate knowledge transfer and cultivate great ideas within communities most affected by poor waste management. Developing alternatives to dumping and burning of waste makes homes more liveable, reduces health problems and builds stronger local economies.

About WasteAid: our vision, mission, values and objectives

WasteAid shares waste management and recycling skills in the world’s poorest places.

One in three people worldwide have no choice other than to dump or burn their waste because no basic waste management service exists.

This causes the spread of disease, pollutes the oceans and adds to the climate crisis. Together with our partners, we make useful products from waste to build a cleaner and healthier future.

Our vision

*Our vision is a world with equal access to waste services for all.*

Helping communities and governments manage their waste properly is vital if we are to achieve the Sustainable Development Goals. Waste management has a powerful and positive impact on people’s well-being.

Our mission – fighting poverty, pollution and climate change

**Around 1 in 3 people globally don’t have decent waste management.** Pollution caused by waste harms people’s health and the environment and damages the local economy. In contrast, an affordable waste management system is relatively simple to implement, improving the environment, creating jobs and protecting public health – particularly for children.

**Plastic pollution in the marine environment** is of major global concern, and WasteAid is helping tackle this global problem. We work with upstream and coastal communities to set up small recycling centres and help keep plastic out of rivers and the oceans. We also share skills in managing organic waste, helping people make the most of their resources.
**Open dumping and burning of waste releases climate change emissions** which has both short and long-term impacts. Black soot from burning plastic waste and methane emissions from open dumping are of special concern. We offer communities a safe and sustainable alternative to dangerous dumpsites and toxic air pollution.

**Our values**

Our founding principles come from our origins in the waste management industry, which itself grew out of the public health movement in the UK during the late Victorian era.

We believe in equality of access to decent public health for all people and advocate the role of good waste management to achieve this.

We are inclusive and empowering of the communities, in developing countries, that we seek to serve and support.

We believe in the power of appropriate technology transfer, training and skills development, to create livelihoods and reduce pollution.

We are collaborative and work in a collegiate spirit with all partners and funders.

**Our objectives**

Our objectives are to:

**Inspire and inform** communities and individuals who want to improve how waste is managed in their communities and encourage them to act.

**Support** and help communities use waste management to protect public health, reduce pollution and create sustainable livelihoods.

**Campaign** to increase awareness of the problems caused by open dumping and burning and the urgent need for change.

We achieve these objectives by ensuring that we have:

**Financial sustainability** for our organisation to secure our ability to grow our impact.

**Good governance** for our charity which includes legal compliance, risk management, safeguarding, health & safety and robust oversight.

**Strong capacity** – continuous development of our people and securing greater breadth of experience within our team and strong engagement with associates and partners.
How to Apply

If you are interested in the opportunities to join our growing team as our Project Manager in Ho Chi Minh, Vietnam then your application should comprise a CV (no more than 3 sides of A4) with details of your experience and achievements, together with a supporting letter (of no more than two sides of A4) which addresses the Person Specification.

Applications should be sent electronically to projectmanagervietnam@wasteaid.org no later than 12noon on Wednesday 9th September 2020.

Only those being short-listed for interview will be contacted in the immediate first instance. First interviews are likely to be short preliminary discussions via video conferencing, with second interviews held in person, in country (subject to Covid-19 restrictions).

Enquiries

All enquiries related to the process should be directed to the email projectmanagervietnam@wasteaid.org

No agencies please.

www.wasteaid.org has more information on the work of WasteAid.
WasteAid Project Manager (People’s Circular Economy Network) - Job Description

**Location:** Ho Chi Minh, Vietnam. Home working base expected, with occasional use of meeting and office facilities at local Huhtamaki sites. You will need to demonstrate eligibility to work in Vietnam. Contract will be administered from the UK.

**Reporting to:** Network Director (UK-based)

**Salary:** Negotiable and locally competitive within the INGO sector.

**Hours of work:** Full-time 5 days per week (37.5 hours) with daily flexibility.

**The People’s Circular Economy Network**

This programme is being funded and sponsored by Huhtamaki Group, a global food packaging specialist, headquartered in Espoo, Finland.

**Expected Outcome.** The People’s Circular Economy will be a self-sustaining global network of individuals and groups working to produce innovative circular economy solutions to the waste that blights their lives.

**Programme Aim:**

A two-year project to create a movement of leading individuals and groups that want to clean their communities and create wealth from waste.

**Project Manager Objectives:**

**CREATE:** Work with the Network Director to identify a location within Ho Chi Minh within which the project will be implemented. Identify, create and co-ordinate a local network of community waste pickers, activists and private sector who are working within the project target zone

**CONVENE:** Convene regional and local intensive workshops for learning, sharing and supporting pitching business ideas for funding. Note due to COVID 19 the modalities around events/conferences will be continuously reviewed and assessed

**REPRESENT:** Represent WasteAid to key stakeholders (Huhtamaki) community leaders and national and local government in your region
SUPPORT: Support our online network for community based Circular Economy Entrepreneurs around the world with content and local participation

MONITOR and EVALUATE: Work with the UK based Network Director to establish a monitoring and evaluation framework for the project and to be responsible for the implementation of the data gathering processes that undergird the monitoring and evaluation

REPORT: Ensure timely reporting both narrative and financial on the project, and to ensure a regular flow of information on the project successes that can be disseminated through social media.

RISK and COMPLIANCE: Ensure adherence to donor and WasteAid’s policies and standards. Identification of potential risks to the project, donor and WasteAid.

1. In conjunction with the Network Director, select a location(s) within Ho Chi Minh and work with Community networks of waste managers, activists and private sector

Identify, through a localised assessment, the key actors that are working across the waste management value chain in the selected zone. From this assessment, develop a local network of community waste pickers, activists and private sector actors with whom we will work through the duration of the project. Based on a thorough knowledge of what is working and where, develop a combination of online and in person events/seminars to bring them together to share ideas, bringing in WasteAid technical trainers and providing practical sessions on business development and development of end-markets for recyclables.

2. Regional Workshops

Convene regional and local intensive workshops in strategic locations (or online if required) where we identify and bring together the most dynamic environmental entrepreneurs to learn, share and hone their business ideas that demonstrate the circular economy in action, culminating in business pitch process. Co-ordinate possible follow-up support with grants, mentoring and technical assistance for the most promising ideas.

3. Representing WasteAid

Being a representative and ambassador for WasteAid and the People’s Circular Economy Network (PCEN) project to key stakeholders in the region (key to this will be Huhtamaki) to build the profile and to maximise productive engagement and co-operation with the project – to
include potential partners and supporters in business and commerce, local and regional government, community organisations, NGOs and others.

4. **Support Online Circular Economy Network**

Supporting the online network for community based circular economy entrepreneurs around the world, by promoting the active use of the digital platform in your region. The digital platform will provide networking tools to allow groups and individuals to upload and share their activities and learning provide online training webinars for network members.

5. **Monitoring and evaluation**

In conjunction with the UK Network Director establish a monitoring, learning and evaluation framework and then ensure its implementation. Using the data to inform reporting and also to ensure that information is used to make corrections within the project as and when required.

6. **Reporting**

In conjunction with the UK Network Director provide timely, quality reports on the project progress, including robust data, stories of change and case studies which demonstrate impact. Ensure that issues/risks to WasteAid and Huhtamaki are identified and reported in a timely fashion.

7. **Compliance and Risk**

In conjunction with the UK Network Director, be familiar with the Contractual obligations and ensure compliance to WasteAid and donor systems. Ensure an up to date risk register is established and reviewed on a timely basis.

**Position Description**

The Project Manager will provide overall project management, co-ordination and local engagement with the programme in your designated city/region, as well as providing technical and administrative leadership and expertise across the programme. S/he will serve as the primary liaison with local Huhtamaki operations and be WasteAid’s ambassador for the region. S/he will be responsible for:

**Local Leadership**

- Provide local leadership for the PCEN, acting as a champion and advocate for sustainable waste management and circular economy-based livelihood development;
• Support the local leadership of Huhtamaki by ensuring timely and appropriate opportunities are created for employee involvement in the programme.

Project Management

• Be responsible for local project management, co-ordination and engagement to include the planning and high-quality, timely execution of the local programme, working closely with the Network Director to ensure that all aspects of the project management cycle are being adhered to.
• Provide data for robust monitoring and evaluation of programme outputs and outcomes;
• Budget management. Ensure cost-effective local delivery of donor commitments;
• Ensure high quality and timely reporting to the UK based Network Director;
• Oversee local financial affairs of the project, including local budgets, adherence to effective internal financial controls and review of monthly financial reporting and overall compliance;
• Ensure participation and compliance with all WasteAid and client corporate processes.
• Adherence to WasteAid’s Safeguarding and Participatory Protection Policy

Representation

• Establish and foster relationships with a broad network of stakeholders, community groups, potential entrepreneurs and activists, local and regional government representatives and business leaders, assimilating and contributing to new developments relevant to the programme and ensuring WasteAid is well represented at all times;
• Maintain a strong and engaging relationship with Huhtamaki’s local operations.
• Work closely with Project Managers in India and Johannesburg, sharing best practice and learning from other project sites.

Qualifications and requirements

• Eligibility to work in Ho Chi Minh and Vietnam
• Excellent knowledge and experience of working in Ho Chi Minh
- Education to first degree level in a relevant discipline, particularly desirable would qualifications which include community based approaches to community waste management and the Circular Economy
- Minimum of 4 years’ experience in the field, preferably in similar waste management community-based project management roles;
- Experience with working in coordination with NGOs, local government, local partners and private sector
- Excellent project management skills, planning, budget and logistics management, organization, interpersonal and communication;
- Excellent English language writing and communications skills; proficiency in locally relevant languages is essential;
- Ability to work both independently and as part of a team;
- Flexibility, ability to easily overcome the pressure, ability to improvise, flexibility and sensitivity to cultural diversity;
- Proficient on MS Office
- Commitment to the mission and goals of the WasteAid programme and all policies including Health and Safety and Safeguarding.

WasteAid is an equal opportunities employer and we encourage qualified applicants from historically underrepresented groups.

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