

VACANCY: DIRECTOR – INVESTMENT & CONSULTING

GENERAL INFORMATION

Position: Director - Investment & Consulting

JOB DESCRIPTION

1. Investment:

- Annually, together with the CEO and relevant officials, review and adjust the investment plan appropriately from time to time (if necessary), goals to be achieved and measures to complete the objectives to submit to the BOD for approval.
- Research and update the provisions of the law on investment to select the appropriate form of investment.
- Making a master plan for investment in new projects.
- Directing to implementation of the preparation of new projects, change and adjust projects according to the approval-
- Conducting investigate, surveys and selecting construction sites;
- Establish investment projects. Submit/send the project file and document to the person competent to decide the investment, the organization providing investment loans and the agency appraising the investment project.
- Receive investment decisions from competent authorities
- Directing to implementation of all project legal tasks with functional agencies from investment preparation to implementation and post-investment operation management.
- Implement all legal procedures of the project from the proposal to the completion of the project and project operation management.
- Check and review documents exchanged between the company and partners for each project
- Drafting documents exchanges, proposals, and submit to stakeholders during project implementation
- Monitoring and managing the implementation progress against the plan. Promptly detect and propose solutions to accelerate.
- Reviewing the bidding package settlement documents
- Check the suitability of the settlement records against the contract and the relevant provisions of the law.

2. Consulting:

- Contributing ideas with the Consulting Department in advising the Board of Director in the orientation and business strategy.
- Contributing ideas with the Consulting Department in the formulation of medium and long-term plans for investment projects.
- Making bidding plan for bidding packages, dissecting volume and cost estimates of investment projects.



- Build up and expand the relationship for seeking business opportunities for Company.
- Build and update the Business Development Strategy for Consulting business.
- Build up and deploy the annually plan of total income and total expenses for Consulting side
- Prepare all related information for contract negotiation and signing with Owner.
- Other tasks as assign by direct supervisor/Company Leaders.

Requirement

- Education:**
- University graduation or above with major in Construction, Civil, Electrical, Mechanical or relevant technical field.
 - Preference is given to candidates graduated from overseas or MBA.
- Experience:**
- At least 10 years of professional experience. Working experience in a foreign environment is an advantage.
 - At least 05 years of management experience. Experience in similar position is an advantage.
 - Working experience in RE/ Real Estate/ Construction preferred
- Knowledge:**
- Skills:**
- Strategic view, ability to identify, analyze, summarize and solve issues.
 - Communication and convincing skill.
 - Leadership, Planning, Organizing, Supervising and Inspecting.
 - Time management skill; Negotiation skill
 - Open mind and common sense.
 - English is a must.

RIGHT/WORKING ENVIROMENT

Rights	Working Enviroment
<input checked="" type="checkbox"/> Income: Negotiate	<input checked="" type="checkbox"/> Standard working office
<input checked="" type="checkbox"/> Pantry, free parking card	<input checked="" type="checkbox"/> Friendly, professional working environment, CCP.
<input checked="" type="checkbox"/> 13th month salary	
<input checked="" type="checkbox"/> Annual health checkup, annual leave, public holiday...	
<input checked="" type="checkbox"/> Social insurance (official contract)	
<input checked="" type="checkbox"/> Training	

CONTACT: Please send your CV in English / Vietnamese to tuyendung@halcom.vn or n.t.t.diep@halcom.vn for job application.

