

ELECTRICAL ENGINEERING MANAGER

Location: Hanoi

ABOUT US

Emerging Asia Insights & Consulting Services Company Limited (“EAIC”) is a private consulting firm established in 2018 based in Hanoi. We advise organizations from the initial planning stage to full execution management with a focus on sustainability and innovation. We leverage our network of advisors, consultants, and strategic alliance partners for domain and functional expertise. Our on the ground team provides immediate support to both our domestic and international partners.

JOB DESCRIPTION

We are looking for a Project Electrical Engineering Manager. The position is ideal for self-motivated individuals with 5+ years’ experience. You will report to the Senior Project Manager and Client Board of Directors. Responsibilities include but are not limited to:

- Ensure good coordination with all stakeholders, including Government Office, MOIT, IoE, MONRE, MPI, MOF, EVN and subsidiaries etc. local administration and local community.
- Develop Project Plan and consultation with the team, with the assigning of roles and responsibilities against the activities of the project.
- Share and finalize documents for stakeholders managing in consultation with Client BOD and Senior Project Manager.
- Sharing of communication checklist with the staff and follow ups for ensuring its implementation in the field activities.
- Design and execute project work plans to meet the goals and objectives of the project.
- Identifies resources needed and assigns individual responsibilities.
- Conduct orientation sessions to properly orient the staff about the overall objectives and activities of the project.
- Responsible for planning, program design, and to ensure its proper implementation at the field level.
- Monitor visits to the field and provide technical support to field staff.
- To develop linkages with other key players working in the Vietnam Power Market.
- Submission of weekly, monthly and quarterly reports to the Client BOD and Senior Project Manager.
- Provide guidance for the field level activities and facilitate staff for implementation and issues resolution.
- Liaise with the project management team for the implementation of project activities.
- Share progress of on-going activities of the project and future in line with the project plan with the Project Management team and Senior Project Manager with required support if any.

- Develop project presentation, project introduction and other project orientation and visibility matter for staff, visitors and general stakeholders.
- Liaise with Admin, Logistics, Finance and HR Departments in EAIC for support in order to implement project activities as per budgeted.

JOB REQUIREMENTS

- Must have at least five (5) years of experience in Power Industry in operations and power plant construction
- Bachelor degree in Civil/Electrical Engineering
- Strong communication skills.
- Organizational skills, including an ability to work independently and take initiative.
- Excellent computer skills (MS Publisher, MS Word and Excel)
- Management Skills
- Budget skills
- Reporting skills
- Good Monitoring and Evaluation skills
- Coordination Skills
- Good analytical skills and attention to detail.
- Flexible, highly motivated self-starter.
- Excellent written, verbal and listening communication skills
- Fluent and confident in English and Native in Vietnamese

BENEFITS

- Competitive compensation and benefits package.
- Professional and friendly working environment.
- Opportunities to advance quickly and fast track your career.
- Weekly training courses uniquely designed to promote employee growth and continued learning.
- A team that is reliable and willing to listen and engage with every team member.

HOW TO APPLY

Send your CV to our recruitment team at: recruitment@eaicervices.com.

Hanoi Office

4 Floor, 12 Hoa Ma, Pham Dinh Ho ward, Hai Ba Trung district, Hanoi

Visit our website for up-to-date information: <https://www.eaicervices.com/>