

## JOB OPENING



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## Vietnam Local Liaison

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### NACTO's Global Designing Cities Initiative

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**Job Title:** Local Liaison (full-time position)

**Start Date:** Q4 2021

**Location:** Hanoi/Da Nang, Vietnam

The National Association of City Transportation Officials (NACTO) is seeking a **Vietnam Local Liaison** for its Global Designing Cities Initiative (GDCI), a program of NACTO that aims to inspire a shift toward safe, sustainable healthy cities by reclaiming and transforming streets. This role will help NACTO-GDCI advance a shift toward safe, sustainable, and healthy mobility practices in international cities.

#### Who we are

The National Association of City Transportation Officials (NACTO) is a US non-profit association based in New York City that represents large cities on transportation issues of local, regional, and national significance. The Global Designing Cities Initiative (GDCI) is a program of NACTO. Launched in 2014, GDCI's mission is to inspire a shift toward safe, sustainable, and healthy cities through transforming streets. GDCI's work is informed by the strategies and international best practices captured in the Global Street Design Guide (GSDG) and the technical assistance provided to multiple international cities. GDCI works with cities around the world to transform their streets through high-profile, rapid urban design projects, making them more accessible to people who walk, bike, and take public transportation.

#### What you'll do

The **Vietnam Local Liaison** is a full time (40 hours/ week) position that will work under GDCI's road safety program, funded by the Bloomberg Philanthropies Initiative for Global Road Safety (BIGRS). Specifically, this role will strengthen our on-the-ground technical assistance and local relationships to help advance the BIGRS program in two cities: Hanoi and Da Nang. You will represent NACTO-GDCI in city government meetings, presentations, and capacity-building sessions, during on-the-ground project implementations, and with the local communities. You will be based in Hanoi or Da Nang, but travel between both cities as needed. You will do this work under the direction of NACTO-GDCI's Sr. Program Manager, located in India, and with the support of BIGRS embedded staff. You must be fluent in Vietnamese and English and be versed in the cultural context and local policies and practices concerning city transportation, street design, and road safety.

The primary activities for the NACTO-GDCI **Vietnam Local Liaison** include:

- **Produce technical drawings and sketches, review designs and documents**
  - Summarize and convey written, verbal, and visual complex information for various needs.
  - Review local, regional, or national regulations, codes, and design guidance documents, identifying existing impediments and opportunities for improvement.
  - Support research on global and local best practices to build a library of reference material.
  - Support cross-cutting production work in collaboration with the India and NYC offices.
  
- **Facilitate and conduct presentations, workshops, and training sessions using GDCI and GSDG core materials**
  - Prepare and deliver capacity-building efforts and presentations for local authorities, government staff, or local partners.
  - Organize community engagement events, including preparing support materials, printing, purchasing supplies, coordination, vendor management, etc.
  - Co-facilitate training and briefings for designers, engineers, consultants, students, police, journalists, and other stakeholders.
  
- **Set the stage to implement street transformation projects, including identifying potential project site locations, supporting site analysis, and data collection for project impact evaluation**
  - Facilitate and conduct site visits and documentation, data collection, and observational studies.
  - Coordinate and supervise local consultants/vendors and procurement processes.
  - Prepare project proposals, reports, and presentations related to projects.
  
- **Develop strong local relationships and outreach strategies to help advance the BIGRS program**
  - Identify opportunities to scale-up impact through city-wide programs and processes.
  - Foster ongoing relationships and build new relationships with city officials, on-ground personnel, service providers, and other relevant personnel, and keep NACTO-GDCI connected to on-going events and happenings.
  - Collaborate with local BIGRS staff and NACTO-GDCI staff for a coordinated approach towards the program.
  - Produce blogs, articles, hand-outs, and other outreach material for ongoing projects, campaigns, and events.

## Who you are

NACTO-GDCI is looking for a highly collaborative, well-organized individual with exceptional project management and relationship-building skills. Working between government agencies, community groups, public and private partners requires someone who can be flexible and balance competing needs, while representing NACTO-GDCI's mission and goals. and proactive in taking on tasks whenever help is needed. Additionally, you must be comfortable presenting in front of a technical audience.

You must be highly self-directed and willing to accommodate a schedule with some local city and national travel to training sessions, site visits, and other meetings. Some light international travel may be required at a time when NACTO-GDCI staff can safely travel to conferences, training sessions, and other meetings. As we are a globally based team, there may be some instances of required phone calls/meetings outside normal work hours.

To be successful in this job, you will excel in these areas:

- **Excellent verbal and written communication skills:** You are comfortable communicating with various stakeholders, including city officials, funders, contractors, executive teams, staff, etc. You are fluent in Vietnamese and English, both written and verbal.
- **Organized and detail-oriented:** You can juggle multiple projects, stay organized, and meet deadlines. You effectively communicate with teammates to clarify project scope and provide timely updates on progress. You ensure all final deliverables are polished, precise, “fit” the situation and accurately represent NACTO-GDCI.
- **Design guidance and reviews:** You are proficient in Adobe Creative Suite (InDesign, Photoshop, and Illustrator). AutoCAD or 3D modeling skills are a plus. You can align and inspire local practitioners on global best practices for safety.
- **Manage a project with limited supervision:** You can execute tasks with minimal supervision. You are collaborative and nimble in approach, able to maneuver between big picture thinking and details. You have experience working in Google Suite.
- **Work with multiple partners to achieve goals:** You have experience working with national, regional, or city policies and guidance for street design or transportation systems, either with government agencies, non-profits, or the private sector. You have experience managing complex stakeholder structures involving multiple city agencies and partners.

## How to Apply

- **Deadline for applications:** Applications will be accepted on a rolling basis—please don't delay! Final deadline is November 15, 2021
- **Email applications to:** [abhimanyu@nacto.org](mailto:abhimanyu@nacto.org) and [gdcicareers@nacto.org](mailto:gdcicareers@nacto.org)
- **Email subject line:** Vietnam Local Liaison | Firstname\_Lastname

- **Attachments:** Include a cover letter and resume (both in English) detailing relevant work experience. Additional attachments demonstrating design, writing and visual communication skills, or any other relevant work sample are encouraged (adding a summary paragraph in English preferred, if sample is in another language).

*NACTO is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We offer competitive salaries, excellent benefits, and a passionate working environment. Salary is based on a nonprofit scale and commensurate with experience.*

Thank you for your interest; we look forward to hearing from you!

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