



Canadian Bureau for
International Education
Bureau canadien de
l'éducation internationale

JOB POSTING

POSITION TITLE: Project Analyst, Inclusive Local Governance (ILG) Program in Vietnam
LOCATION: Ottawa (Remote)
LEVEL: Level 4 (full-time unionized position)
SALARY RANGE: \$65,480 - \$78,161
VACANCY STATUS: New Job Vacancy

Purpose of the Role

The Inclusive Local Governance (ILG) – Vietnam Project is a five-year (2025–2030) initiative funded by Global Affairs Canada (GAC) and implemented by the Canadian Bureau for International Education (CBIE) in partnership with the Academy of Public Administration and Governance (APAG) in Vietnam.

This innovative, demand-driven project integrates gender equality and aims to strengthen inclusive, citizen-centred governance in six strategically selected provinces and centrally run cities in Vietnam—at a pivotal moment in the country's national administrative reform process.

Reporting to the Project Director, ILG, the Project Analyst will provide analytical, research, and monitoring and evaluation (M&E) support to ensure the effective delivery of this ambitious initiative. The Analyst will work closely with team members in Canada and Vietnam to support the project's planning, monitoring and evaluation, reporting, and research functions.

Key Responsibilities

Monitoring & Evaluation (M&E)

- Support data collection and analysis for project M&E.
- Design surveys, questionnaires, and feedback tools to be administered in Vietnam.
- Develop and maintain monitoring tools, tracking systems, and databases to monitor activities, outputs, and results.
- Compile and analyze quantitative and qualitative data from partners, consultants, and stakeholders in Canada and Vietnam.

Reporting & Work Planning

- Contribute to project reports and annual work plans submitted to GAC.
- Prepare results reporting, analytical summaries, and other documentation as required.

Research & Analysis

- Conduct research on inclusive governance, public administration reform, civil service training systems, and related themes.
- Produce research summaries, analytical briefs, and background materials to inform project planning and stakeholder engagement.

Regional Partnerships & Strategic Initiatives

- Support CBIE regional initiatives by mapping relevant institutions and potential partners in the ASEAN region.
- Synthesize information on development initiatives aligned with CBIE's strategic priorities in the ASEAN.

Other Duties

- Support project operations and analytical needs as assigned.

Qualifications

Education & Experience

- Post-secondary degree in international development, public administration, political science, public policy, or a related field.
- Experience supporting monitoring and evaluation, research, or project analysis, ideally in an international development or governance context.
- Experience with data collection and analysis methods (quantitative and qualitative).

Skills & Competencies

- Strong analytical, research, and writing skills.
- Ability to design and maintain data collection tools, databases, or tracking systems.
- Familiarity with results-based management (RBM) or donor reporting (GAC experience an asset).
- Excellent communication skills and ability to work collaboratively in cross-cultural environments.
- High attention to detail and strong organizational skills.

Assets

- Experience working on donor-funded projects, especially GAC initiatives.
- Knowledge of governance, public administration reform, or civil service training systems.
- Experience working in Southeast Asia/Vietnam or with ASEAN institutions.
- French language skills.

CBIE offers a comprehensive benefits package which includes an attractive pension plan and group insurance program as well as remote work arrangements. For general information on CBIE, visit our website at cbie.ca.

Please send your CV and letter of interest as soon as possible, quoting Competition 26-02 to jobs@cbie.ca or mail to CBIE, 1125 Colonel By Drive, CTTC, Suite 4400, Ottawa, ON, K1S 5R1. We thank all candidates for their interest, but only short-listed candidates will be contacted.

We are committed to equity, diversity and inclusion and encourage applications from people with disabilities, racialized people, Indigenous peoples, people from gender diverse communities and/or people with intersectional identities.

We provide a barrier-free work environment. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.