

Project Associate – Aus4Adaption

Start Date	July 2026	Duration	Fixed Term (two years)
Office Location	Hanoi, Vietnam	Reports To	Manager, APAC Partnership

Palladium is a global development and consulting firm, part of the GSI Consulting Group, working alongside some of the world's leading project management and engineering organisations. We partner with governments, businesses, investors and communities to design and deliver complex programs that create lasting impact. With a presence across more than 90 countries, Palladium offers the opportunity to work on meaningful challenges, alongside talented colleagues, in environments where your work can truly make a difference.

Program Overview

Aus4Adaption is a partnership between the governments of Australia and Vietnam to work together in responding to the challenges of climate change facing the Mekong Delta. It complements other investments that Australia has already made in climate change adaptation.

Purpose of Position

The Project Associate will support the newly established corporate operations in Vietnam, including the provision of general operational, compliance and administrative support to the programs. They will work closely with Head Office staff in other countries such as Australia, Indonesia, and other project staff in-country, supporting the delivery of effective project operations.

The role is based in Hanoi, Vietnam with approximately 80% supporting Vietnam projects and 20% international projects as required. Some domestic and international travel may be required.

Working with children

Is this position likely to come into contact with children? Yes No

Primary Responsibilities

The primary responsibilities of the Associate can be broadly described as follows:

Demonstrate commitment to the delivery of company and regional objectives (Key Performance Indicators (KPIs) ensuring that personal KPIs are delivered with excellence and timeliness.

Project Delivery:

Financial delivery:

- Understand Palladium's project accounting principles and project financial reporting

- Support and maintain oversight of project and head quarter expenditure against budget, prepare and process payments for vendors and suppliers, and accurately upload forecasts.
- Prepare invoices, supporting documentation, and produce financial reports as required

Operational delivery:

- Manage and maintain accurate business, personnel data on corporate databases and systems.
- Identify contract issues and support their timely resolution.
- Negotiate and draft employee and partner contracts and terms of reference under guidance.
- Support procurement activities, focussing on our commitment to build diverse supply chains.
- Understand the implication of project risk and support its identification, management and mitigation under guidance
- Contribute to the research and preparation of capability statements, policy and program approaches.
- Undertake limited research as needed and analyse and synthesise data to present back to the team if required
- Draft quality presentations and proposal materials and deliver in-person presentations confidently, whilst adapting communication style to different audiences if required.
- Support the delivery of complex/challenging projects and deliver some components of the project lifecycle, with provided guidance and supervision

Relationships, Communication & Development:

- Develop and maintain client and stakeholder relationships across assignments and maintain professional, respectful and effective relationships with your colleagues.
- Proactively lead internal initiatives to seek improvements, encouraging team participation and sharing of new ideas.
- Support the onboarding and training of project teams on company policies and guidelines.
- Focus on self-development by assessing individual contribution against the capability framework, welcoming and embracing regular feedback from others and developing skills in providing balanced feedback to others.
- Understand how innovation and technology shape the way we work and make suggestions on how we might change our approach to better utilise data and technology within project delivery
- Develop technical proficiency through on the job training and understanding and breaking down problems or challenges in a practical and logical way.
- Create, promote and maintain an equitable, diverse and inclusive work environment through respecting the views of others, listening with empathy and resolving differences in a positive and constructive manner through applying effective conflict resolution techniques.

Reporting Requirements

This role reports into Manager, APAC Partnership (Head Office based). Reporting requirements may include but are not limited to:

- Attendance at team meetings, other requested meetings and regional meetings (e.g. townhalls).
- Regular (minimum of monthly) one to one meetings with your line manager on the status of personal Key Result Areas (KRAs), career development discussions and any other matters.
- Palladium encourages flexible work practices to enhance wellbeing, productivity and team culture. For this role, we require that employees maintain an in-office presence for the majority of their working week. For example, if an employee works five days a week, they must spend at least three days physically in the office.

Relationships

The role liaises with clients, corporate services, project team members, colleagues, professional service providers, suppliers, and other stakeholders within Vietnam and other Palladium's in-country offices as required.

Authority Levels

The role carries a moderate degree of autonomy with provided supervision and guidance

Qualifications and Experience Required

- Tertiary qualifications in a relevant discipline or equivalent level of experience
- Relevant prior work experience, preferably within an international development project management environment
- Strong written and verbal communication skills (English and Vietnamese)
- Advanced research and analytical skills
- Financial and commercial acumen, including excellent skills in Excel
- Ability to build relationships and work collaboratively in teams and with clients
- Highly developed organisational skills, attention to detail, agility and the ability to balance and prioritise multiple tasks, and work well under pressure
- Flexibility to travel to various locations throughout the APAC region
- Demonstrated commitment to equity, diversity and inclusion, particularly in a multi-cultural environment.

Core Capabilities

Palladium's Core Capability Framework outlines the standard of performance and behaviours expected at each level within the organisation. It also provides a benchmark for assessing areas of potential strength as well as the identification of potential skill gaps or areas for development and improvement.

The Capability Framework forms the basis of how we recruit, how we lead and the behaviours we exhibit, how we manage performance excellence and develop our future workforce.

Our capabilities link to a number of other processes, policies and guidelines including:

- Performance management/ performance excellence - setting and maintaining standards and helping employees excel and develop
- Career Pathways including our Career Progression Framework
- Organisational design – identifying any skills gaps, outlining job roles and responsibilities
- Development, growth, learning, and training
- Sustainable business – going beyond compliance to ensure sustainable and ethical considerations are woven throughout everything we do. This aligns equity, diversity and inclusion; safeguarding; and environmental objectives