

## NGUYEN THAI HOA

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### EDUCATION

2003 - 2004: M.Eng. in Environmental Engineering and Management, Asian Institute of Technology (AIT), Thailand. Major: **Environmental Technology and Management**

1994 - 1998: B.Eng. in Labour Protection, Hanoi Trade Union University, Vietnam. Major: **Occupational Health and Safety**

### EXPERIENCE

**Feb 2006 – Sept 2007: Quality, Environment and Safety Manager, Vinci – Sumitomo Mitsui Joint Venture (directly managed 30 staffs)**

- In charged of ISO the Standard 9001: 2000 - Quality Management Systems,
- In charged of ISO the Standard 14001: 2004 - Environmental Management Systems,
- In charged of the OHSAS Standard 18001: 1999 - Health & Safety Management Systems,
- Conducted Quality, Environment and Safety (QES) training for all subcontractor, staff who involved in the project
- Prepared Project Management Reviews from the QES aspects and draws up the reports which he circulates to the Project Manager
- Putted in place the Project QES Management System and, by random survey, sees to its application and effectiveness
- Performed QES Audits by agreement with the Project Management, and keeps an up-to-date schedule of such audits,
- Prepared the Quality Plan, the Health & Safety and Environmental Plan, and the Project Management Procedures and monitored their updating
- Ensures that the processes needed for the Project Management System are established, applied and maintained,
- Reviewed, from the QES Management aspects, the Project Works and Control Procedures established by the Site managers,
- Coordinated actions relating to the management of Project definition, (clarification, change) and reviewed requests issued by the Contractor,
- Ensured that the specifications of the Contract, the Quality Plan and the Health & Safety and Environment Plan are taken into account by the construction methods offices,
- Explained the Project Management System to the various Subcontractors involved,
- Organised informative meetings especially for newly hired staff,
- Ensured that the Project Management promotes awareness among Project supervisory staff of the management process approach and the Engineer's requirements,
- Prepares the Safety statistics and the necessary QES reports (monthly, quaterly, annually).

**Nov 2006 – Apr 2007: Environment, Health and Safety Consultant, International Labour Organization (ILO), directly managed 3 staffs.**

- Conducted a situation analysis of job quality/working conditions in micro and small enterprises with special priority to the sedge sector in Thanhhoa Province, Vietnam,
- Identified primary and secondary target groups for the campaign,
- Participated and advised in a meeting with related stakeholders, in which decision was made on the social issue to be addressed by social marketing and its target groups,

- Conducted a target group analysis focusing on,
- Submitted the report to ILO.

**Sept 2005 - Jan 2006: Cleaner Production Expert, Vietnam Cleaner Production Center (VNCPC), Hanoi, Vietnam**

- In cooperation with other national and international experts in elaboration and updating of the Cleaner Production methodology used by the Center,
- Integrated other Cleaner Production related aspects as OHS, CSR, ISO 14001...into cleaner production methodology,
- Carried out on-site consultancy/assessments in selected companies (including in-company training). In case of full CP in-plant assessments, this included: kick-off meeting, definition of a baseline and development of CP options and follow-up of the progress in the company, and was responsible for the improvement results of participating companies,
- Ensured the collection of the data and necessary documentation of the results of plant level demonstration. Prepared the corresponding reports for the customers, as well as the reports according to UNIDO format,
- Provided training as lecturer,
- Assisted the Management Board in ensuring that the VNCPC's ISO 9001 and ISO 14001 certifications are well maintained.

**Aug 2004 – Aug 2005: Water, Environment and Sanitation Advisor (in the meantime working as Consultant for CESVI), Medecins du Monde France (MdM), Hanoi, Vietnam. Directly managed three staffs.**

- Identified target communities for long-term community engagement in water and sanitation program
- Designed, implement, and monitor education and awareness raising program on water and sanitation
- Managed and administrate related project activities
- Coordinated local partner network to provide assistance to project
- Field technical and general inquiries from stakeholders and beneficiaries
- Maintained comprehensive records of project activities, including contact information of stakeholders, background documents, project produced materials and reports, etc.
- Coordinated consultant assignments to ensure efficient use of consultant time, including:
  - + providing consultant with all applicable background material
  - + organizing consultant support (translator, driver, etc.)
  - + scheduling consultant activities
- Assisted to formulate and implement financial policies directed towards achieving corporate goals
- Planned, coordinated and controlled Financial, Costing and Accounting

**External Environmental Consultant, the Organization CESVI (Cooperazione e Sviluppo), World Aid from Italy.**

- Composed proposal to donors
- Designed and presented the 2-day training workshop program on the implementation of water supply and sanitation
- Orientated the implementers to achieve the project's goal and objectives
- Monitored and evaluated of project implementation
- Produced the final report

**2003-Aug 2004: Research Associate, Environmental Research and Training Center (ERTC), Department of Environmental Quality Promotion Ministry of Natural Resources and Environment Bangkok, Thailand**

- Conducted research on Application of fecal sterols and their ratios as fecal contamination indicators: A case study in Bangkok, Thailand
- Guided and assisted AIT Research Associates to using ERTC's research equipments in order to conduct related researches

**Jul-Dec 2002: Environmental Health and Safety Advisor, the Leighton Asia Limited, Vietnam.**

- Developed, implemented, maintained and monitored Health and Environment system
- Inspected sites to ensure SHE policies and procedures, carried out risk assessment, provided training programs on SHE issues
- Liaised with regulatory authorities to ensure the company is compliant with mandatory regulations
- Prepared reports and legal documentations to local authorities on SHE issues; reported to manager on implementation and performance with suggestions for improvement

**Jul 1998 - Jun 2002: Environment, Health and Safety Manager, Hyunda Vinashin (directly managed 50 staffs) and Hyundai Construction and Engineering Co., (directly managed four staffs and 120 security guards), Vietnam.**

- Carried out accident investigations on site, liaised with appropriate government bodies and functional authorities, produced subsequent reports and recommendations
- Trained managers and employees in safety and security
- Conducted monthly safety and security meeting among site managers, security managers, safety managers and officers of subcontractors
- Prepared monthly report submitted to the director
- Responsible for safety and security of over 3,000 workers of 10 subcontractors on site
- Co-operated in the development of policy, risk assessment and audits on health and safety
- Conducted quarterly meetings, minutes of such meetings
- Prepared reports on health and safety matters
- Conducted Fire and Safety training courses and minimization risks
- Managed on-site security forces (over 130 guards)
- Promoted the concept of safety and health among managers and staff
- Prepared health and safety strategies and developed internal policy
- Negotiated with managers and operators in order to eliminate conflicts between production and safety considerations
- Developed preventative and remedial programmers of health and safety
- Was the primary point for liaison with statutory bodies (MOLISA)

**1997 - 1998: Research Associate, National Institute of Labour Protection (NILP), Vietnam**

- Conducted research on Preliminary investigate and assess the present situation of the environment and propose a few solutions to improving the working and living environment and conditions of cow raisers in Phudong Commune, Gialam District, Hanoi, Vietnam
- Guided and assisted the third year students to carry on their related assignments

**PUBLICATIONS**

- Hoa T. N., Nguyen Ngoc Anh., Duong The Da., Nguyen Van Thuan.. (2006). *Study on social issues in working conditions / job quality constraining the productivity of micro and small enterprises in Thanh Hoa province, Vietnam.* Was published by International Labour Organization (ILO) publication.
- Hoa T. N., Kaisai Zang., Thammarat Koottatep and Hiroyasu Satoh. 2004. *Application of fecal sterols and their ratios as fecal contamination indicators: A case study in Bangkok, Thailand.* Master thesis, Environmental Engineering and Management field of study, Asian Institute of Technology. This thesis was published in the Second International Symposium proceedings on Southeast Asian Water Environment, and International Water Association Publishing.
- Hoa T. N., Dang Quoc Nam. 1998. *Preliminary investigates and assesses the present situation of the environment and proposes a few solutions to improving*

*the working and living environment and conditions of cow raisers in Phudong Commune, Gialam District, Hanoi, Vietnam.* Bachelor thesis, Environmental Safety and Health Department, Hanoi Trade Union University.

## **TRAINING COURSES**

- Gender, Rural Transformation and Natural Resource Management
- Hazardous Waste Technology and Management
- Presentation skills
- Report writing skills for project officers
- Environmental Management Accounting

## **SKILLS**

- Strong interpersonal and communication skills and the ability to work under pressure
- Skill in developing and examining operations and procedures, formulating policy and developing and implementing strategies and procedures
- Fluent in English (both oral and written)
- Proficient in Internet research, Microsoft Office processing; Web Design: intermediate level
- Skill in teaching

## **AWARDS AND HONORS**

- *Full Scholarship of United Nations University* for PhD Degree, 2007-2019, Germany and Vietnam.
- *Dutch Full Scholarship* for Master Degree, 2003-2004, Thailand.
- *Safety Award* in recognition to the successful completion (app. 1028739 man hours) of the Phu My-CCPP Project without any lost time accidents and for adherence to Safety Procedures as laid down by Viet Thiess, Aug 2002, Vietnam.
- *Award* on exemplary conduct and performance demonstrated in dutiful and faithful commitment to the job and, in contribution to the real success and development of Hyundai E&C, July 2001, Vietnam.
- *Vietnamese Government Academic Scholarship* for Bachelor study, 1995-1999.
- *Distinguished Academic Achievement*, Hanoi University of Trade Union, Vietnam.

## **INTERESTS**

- Research Interests: Occupational Health and Safety, Environment, Water and Sanitation
- Others: Working in multi-cultural team, in challenging conditions
- Going travel and meeting people. Teaching technology-science subjects. Involved with social and charity activities

## **REFERENCES**

### ***Professor Nguyen Cong Thanh***

Director, Asian Institute of Technology, Center in Vietnam (AITCV)  
21 Le Thanh Tong Street, Hanoi, Vietnam.

### ***Dr. Hiroyasu Satoh***

Associate Professor, Institute of Environmental Studies  
Dept. of Urban Engineering, University of Tokyo, 7-3-1 Hongo, Bunkyo-ku,  
Tokyo 114-8656, Japan.

### ***Dr. Le Van Trinh***

Director, National Institute of Labour Protection (NILP)  
Vice President of Vietnam Association of Construction Environment  
216 Nguyen Trai Road, Thanh Xuan District, Hanoi, Vietnam.