



## JOB ADVERTISEMENT

Center for Studies and Applied Sciences in Gender - Family - Women and Adolescents (CSAGA) is a non-profit, non-governmental organization which was founded in 2001. CSAGA's mission is to promote the implementation of the rights of women and children who are vulnerable to violence and discrimination in Vietnam through innovative approaches.

CSAGA is looking for **01 Project Officer** for the project *Promote social responsibilities to prevent gender based violence*. The **Project Officer** will report to the Project Manager.

<b>Job title</b>	Project Officer
<b>Department</b>	Promote Women's Rights Department
<b>Code</b>	MT06
<b>Job type</b>	Full-time
<b>Location</b>	Hanoi with 30% traveling time
<b>Number of position</b>	01
<b>Responsibilities</b>	<p><b>Manage project activities</b></p> <ul style="list-style-type: none"><li>• Build a master plan for executing the project as soon as receiving it.</li><li>• Coordinate project activities as planned progress and purposes</li><li>• Keep contact with partners, donors to report progress and/or professional activities</li><li>• Responsible for inviting, working with experts, professionals, collaborators in implementing activities (discuss working requirements, TOR, approve and contribute for working program and working content)</li><li>• Report to the Head of Department about project implementation status and raising issues during project implementation</li></ul>

	<ul style="list-style-type: none"> <li>• Write project reports</li> </ul> <p><b>Manage project finance</b></p> <ul style="list-style-type: none"> <li>• Cooperate with Accounting Department and Administrative Department to make expenditure plans for monthly project activities</li> <li>• Follow up project budget and propose effective solutions for monthly/quarterly project budget.</li> <li>• Handle project financial documents</li> </ul> <p><b>Implement project activities</b></p> <ul style="list-style-type: none"> <li>• Directly participate in implementing project activities: facilitate meetings, trainings, clubs, seminars...</li> <li>• Develop programs and specific content of project activities related (build up programs; prepare speeches or order them from specialists; prepare materials, training documents; train/facilitate)</li> <li>• Participate in researches, assessments, surveys in projects; write books...</li> <li>• Participate in project monitoring and evaluation</li> <li>• Support project manager as required</li> </ul> <p><b>Participate in Department's activities</b></p> <ul style="list-style-type: none"> <li>• Participate in common activities of the Department: professional activities, meetings...</li> <li>• Documentize models</li> <li>• Transfer models</li> <li>• Carry out services that the department can offer</li> <li>• Write proposals</li> <li>• Update theory frames related to women and department's professional areas</li> </ul>
<p><b>Requirements</b></p>	<ul style="list-style-type: none"> <li>• Diploma graduation</li> <li>• At least 2 years in project implementation. (Development projects are preferable)</li> <li>• Knowledge in development area</li> </ul>

	<ul style="list-style-type: none"> <li>• Good skills in designing and writing proposals</li> <li>• Good skills in training, facilitating</li> <li>• Good communication skills and influencing skills</li> <li>• Good problem solving skills</li> <li>• Good decision making skills</li> <li>• Good networking skills</li> <li>• Fluent English</li> </ul>
<b>Salary and allowance</b>	<ul style="list-style-type: none"> <li>• Competitive salary</li> <li>• Probation time: 1-3 months</li> <li>• Overtime allowance as Human Policy of CSAGA</li> <li>• Other benefits as Human Policy of CSAGA</li> <li>• Health insurance, social insurance under the Labour Code</li> <li>• Active, friendly working environment</li> </ul>
<b>Application documents</b>	<ul style="list-style-type: none"> <li>• Application letter (indicate the position)</li> <li>• CV in English (indicate working periods and experience)</li> <li>• Photo/scanned of ID card/passport</li> <li>• Diploma and other certificates (if any)</li> </ul>
<b>Deadline</b>	5pm June 5 <sup>th</sup> 2013, Hanoi time

**Contact:**

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**Note:**

- *Applications should be sent by hard copy to the contact above or via email*
- *First apply first serve. The recruitment will end as soon as we find the suitable person although the deadline may not be reached.*
- *Applications will not be returned.*