



JOB ANNOUNCEMENT

Program Officer Based in Ha Noi, Vietnam

East Meets West (EMW) is a nonprofit organization registered under (501)(c)(3) regulations in the United States. With headquarters in the US, EMW operates in seven countries: Vietnam, Cambodia, Laos, Myanmar, Timor-Leste, India, and the Philippines. EMW works in three core areas: a) water, sanitation and hygiene; b) health; and c) education. A Vice President, reporting to the President of EMW, leads each of these core areas.

EMW has worked in Vietnam for 25 years, where it focuses mainly on program implementation. In 2010, EMW began to expand to other countries to implement neonatal care programs in all above countries, and water and sanitation in Cambodia and Lao PDR. During the last three years, EMW's work has generated interest from the development community for its program innovation, impact and advocacy in health and water and sanitation.

Currently EMW is implementing two large grants for Community Hygiene Output-based Aid (CHOBA) and WASH Output-based Aid (WASHOBA) for water, sanitation and hygiene. Under these two grants, EMW engages actively in policy discussions with central and local governments and donors in addition to program implementation.

The WASH sector has about 15 staff working in Ha Noi, Da Nang and various provinces. EMW is recruiting a program officer to be located in Ha Noi office to work mainly in the water sector.

TASKS & RESPONSIBILITIES

The Program Officer will perform the following tasks and responsibilities:

1. Work under the direction of the Program Director for Water (based in Da Nang) on the implementation of the water program, monitoring outputs and performance of partners in the North, including quarterly and annual reporting to donors as required.
2. Work under the direction of Senior Advisor for Knowledge Management in developing the citizen score card, consumer satisfaction surveys and sustainability indicators for the water sector.
3. Supervise consultants to be hired for relevant research and policy papers.
4. Produce best practice policy papers to disseminate EMW's work and innovation in the sector.
5. Produce ad hoc articles and reports for potential publication in professional journals and presentation at professional conferences.
6. Represent EMW as required at partnership meetings and professional conferences.
7. Provide inputs into new program design as necessary.

REPORTING

The Program Officer will report to both the Program Director of Water on program implementation, and the Senior Advisor on policy advocacy and knowledge management.

QUALIFICATIONS

- Degree in Water Engineering/Construction Engineering/Public Health with experience in water, sanitation, hygiene and health education projects with over five years of experience, or
- Relevant degree with at least five years of experience in project management, preferably in a rural Southeast Asian context. Experience can be considered in lieu of academic qualification, but not vice-versa.
- Excellent writing and verbal skills in English, proficiency in Vietnamese is desirable
- Willingness to travel to project sites in rural communities
- Strong communication skills, attention to detail, and highly organized
- Strong work ethic and team player

Salary and benefits will be determined based on experience and qualifications.

The deadline for the above positions is **July 31, 2013**. All interested candidates are welcome to contact and submit their applications to:

EAST MEETS WEST

E-mail: thoi.phan@eastmeetswest.org