



Towards Transparency (TT)  
TI National Contact in Vietnam  
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## JOB DESCRIPTION

### Deputy Executive Director (National)

<b>Job title:</b>	Deputy Executive Director
<b>Location:</b>	Hanoi
<b>Starting Date:</b>	as soon as possible (ideally May 2013)
<b>Job Summary:</b>	The position-holder will be a key member of the Management Team of Towards Transparency. He/she is expected to play a key role in driving TT's organisational and people development, and to make a significant contribution to the success of the 2013-2015 TI Vietnam programme.
<b>Reporting to:</b>	The Executive Director
<b>Position Type:</b>	Vietnamese national post, full-time (5 working days/week).
<b>Contract duration:</b>	Until 31 December 2015, (2 months probation, extendable based on performance and funding)

#### **Background information:**

Towards Transparency (TT) was established in November 2008 as a Vietnamese non-profit and non-state consulting company. In March 2009, TT became the official National Contact of Transparency International (TI) in Vietnam.

Transparency International (TI) is the global civil society organisation working to stop corruption. TI works through National Chapters, National Contacts and other partners in more than 100 countries. Its international secretariat is based in Berlin, Germany. In Vietnam, TT has supported the TI Secretariat in Berlin in designing and executing the TI Vietnam Programme 2009-2012: "Strengthening Anti-corruption Demand from Government, Private Sector and Society".

During the past three years, TT has received increasing recognition from national and international stakeholders as a key civil society actor in promoting transparency and accountability in Vietnam. In 2013, TI and TT are beginning the implementation of the next, ambitious phase of the [TI Vietnam programme \(2013-2015\)](#). This work will involve an expanded effort to encourage and support the engagement of civil society organisations, citizens (in particular the youth) and the business sector in addressing corruption. TI/TT will continue contributing to improving anti-corruption policy and its implementation through evidence-based advocacy. In response to increased stakeholder interest, work with the public sector will also be expanded towards local government-level solutions for transparency. For the successful implementation of the Programme, continued institutional capacity strengthening and development of TT as a local civil society organisation is essential. Effective communications and advocacy are also a key to success.

Currently, TT is looking for a highly qualified professional to fill in the position of national Deputy Executive Director (DED) to join its dynamic Management Team.

This is an exciting opportunity for a candidate with real leadership skills to shape TI/TT's work in Vietnam as part of TT's management team. The successful candidate will possess a rounded set of skills and experience with a focus on people and organisational development and a solid professional background in the NGO/development sector.

<b>Position Title</b>	<b>Deputy Executive Director (National)</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>To lead TT's organisational and staff development to ensure that TT is a learning and high-performance organization, and a highly rewarding workplace for its employees. This includes leading the strategic development of the organisation's people and the systems supporting them (operational policies, HR system, and staff training and development plans);</li> <li>To lead TT's communications and outreach activities, ensuring that they are in line with and serving the achievement of the 2013- 2015 TI Vietnam Programme's goals, contributing to the TI's regional and global communications and outreach efforts;</li> <li>To lead the development and implementation of the people engagement activities under the 2013- 2015 TI Vietnam Programme.</li> <li>To join the other Management Team members in building up and strengthening TT's networks and relations with key stakeholders and partners from the public, private and NGO sectors, as well as with donors and development partners;</li> <li>To support the Executive Director in building up and strengthening TT's governance structure and procedures, ensuring TI's sustainable presence in Vietnam;</li> <li>To represent TT at national, regional or international forums and perform other organisational tasks as assigned by the Executive Director.</li> </ul>
<b>Reporting line</b>	To <b>Executive Director</b>
<b>Job Requirements</b>	<p><i>Skills and qualifications:</i></p> <ul style="list-style-type: none"> <li>Postgraduate degree in Development Studies, Social Sciences, Business Administration, Law, Policy Studies or relevant fields</li> <li>At least 10 years of relevant and practical work experience, including at least 5 years working at the management level, preferably in an NGO environment</li> <li>Proven experience and track record of leadership on organisational and people development issues</li> <li>Experience of successful programme/project management, strategy development, team leadership, people management</li> <li>Proven experience and track record of managing communications and/or advocacy</li> <li>Sound knowledge and experience of people and team development, HR and internal governance issues</li> <li>Excellent relational skills and the ability to represent the organization in various forums to build productive alliances and partnerships;</li> <li>Excellent English and Vietnamese skills (written and spoken)</li> <li>Strong IT and computer skills</li> </ul> <p><i>Personal qualities:</i></p> <ul style="list-style-type: none"> <li>Demonstrated interest and commitment to anti-corruption</li> <li>A reputation for and commitment to personal integrity and honesty</li> <li>Capacity to make sound assessments; critical thinking and problem-solving capacity</li> <li>Capacity to generate ideas and creative solutions</li> <li>Ability to combine strategic thinking and effective implementation</li> <li>Ability to spot and develop talent</li> <li>Open-mindedness, and an ability to learn and apply new concepts quickly</li> <li>Strong ability to build strong interpersonal relationships</li> </ul>
<b>Gross Annual Salary package</b>	20,000- 26,000 EUR, depending on experience and qualification.
<b>Deadline and application details</b>	Interested candidates should send their application (motivation letter, CV and contact details of 3 references) in English to <a href="mailto:job_deputyexecutivedirector@towardstransparency.vn">job_deputyexecutivedirector@towardstransparency.vn</a> The closing date for applications is <b>31 March 2013</b> Only shortlisted candidates will be notified.