

JOB/TASKS PROFILE	
Technical Expert – Programme Development Support	
Caritas Switzerland in Vietnam	
Position	Technical Expert – Programme Development Support
Starting date	1 September 2013 (Sept. 2013- April 2014)
Work time	50% (5*1/2 days)
Work place	Hanoi
General information	<p>Caritas Switzerland in Vietnam (Caritas) has been operating in Vietnam since 1996. Since starting its activities in Vietnam, Caritas has been committed to improve the livelihoods of poor marginalized people, focusing on ethnic minority communities, who live in remote areas and benefitting least from national economic growth. Caritas themes 2012-2016 include humanitarian and development assistance activities in the fields of (1) Sustainable Livelihoods; (2) Water, Hygiene and Environment; (3) Social Issues and Human Rights; (4) Climate Change Adaptation and Disaster Risk Reduction and Emergency Relief, incl. Humanitarian Aid.</p> <p>Caritas works result-oriented and enters new projects always with the ambition to pull out once results are achieved and sustainability secured. Find more information on Caritas Switzerland work in Vietnam in the attached Caritas Country Programme 2012-2016. Currently, Caritas is seeking for a Technical Expert to support the Management Team of Caritas Switzerland in Vietnam in the implementation of their tasks and give support to the overall programme development of the organisation. The position is open for approx. 8 months. Detailed Terms of References are attached.</p>
Duties	<ol style="list-style-type: none"> 1) Give general support to the Management Team in the implementation of their tasks – in mutual agreement with the Managing Director. 2) Support Programme Development, Strategic Planning and Quality Assurance of the Organisation. 3) On request by the Managing Director, support to Representation, Public Relations, and Fundraising, incl. Proposal Development. 4) On request by the Head of Finance and Administration, support to Human Resources Management, Elaboration of Staff and Office Policies, and Communications. 5) Take full responsibility for the Caritas Programme Component <i>Social Issues/Human Rights</i> – to support the Managing Director in the guidance and supervision of the Social Issues/Human Rights Project Officer’s responsibilities.
Qualifications	<p>Formal Education -Masters or PHD degree in relevant field.</p> <p>Professional Experience -Minimally 6-8 years of professional working experience in project management in the field of International Cooperation, incl. field-working experience; -Several years of working experience in INGO; -Field experience in Vietnam and rural areas; -Excellent understanding of the international donor community; -Excellent understanding of rural development, and Caritas working themes. - Proven background and experience in the Caritas working theme <i>Social Issues/Human Rights</i>.</p> <p>Further Knowledge and Qualifications</p>

	<ul style="list-style-type: none"> -Excellent English language, reporting and writing skills; -Very good intercultural communication and negotiation skills; -Firmness, team spirit, and a bit of humour; -Ability and willingness to cope with situations of pressure; -Interest and motivation to actively engage in the themes that Caritas engages; incl. interest in the exploration of potential new fields for Caritas; -Excellent command of MS-Office; -Thorough understanding of Vietnamese culture (Vietnamese language skills an advantage).
<p>Application, Deadline and Contact</p>	<p>Interested candidates with the right qualifications and motivation are invited to send (1) their application letter, (2) their full CV in English, (3) their financial proposal, as well as (4) reference details (incl. at least three contact persons/details) to the following email address: BDietrich@caritas, by 14 July 2013.</p> <p>For further information, please contact the Country Representative B.Hertzman-Schichler at the following email address: BSchichler@caritas.ch.</p>