



Empower Women Entrepreneurs: Join Us as a Women's Entrepreneurship Support Officer!

Are you passionate about supporting women entrepreneurs and driving financial inclusion?

Do you want to contribute to initiatives that empower women and promote gender equality?

If so, we have the perfect opportunity for you!

About the role

The **Women's Entrepreneurship (WE) Support Officer** plays an important role in ensuring the successful implementation of the Strive Women initiative, a global program aimed at enhancing the financial health of women-led micro and small enterprises (W-MSEs). Working closely with the Project Lead, financial service providers, and other key partners, the Officer will provide essential support to equip women entrepreneurs with the resources, trainings, and guidance needed to build successful and sustainable businesses.

Key responsibilities

1. **PROJECT IMPLEMENTATION (50% of time):** Assist the technical preparation and implementation of project activities, take lead on selected assignments in coordination with the Project Lead, including:
 - Support capacity-building trainings for women entrepreneurs, handling tasks such as training needs assessment, pre/post-test facilitation, participant management, and stakeholders coordination.
 - Oversee seed funding implementation under the supervision of Project Lead.
 - Collaborate with the Communications team to manage the project's social media platforms, including but not limited to Zalo groups, landing page, and Facebook page.
 - Actively participate in meetings with partners, CARE Lead Member, and donors, contributing ideas and insights as required.
 - Support in organizing events/campaigns and project activities both in the field and online.

2. **PROJECT ADMINISTRATION & FINANCE (30% of time)**
 - Provide admin support for project implementation, including logistics for events, travel arrangements, minute taking, etc.
 - Manage project's financial procedures, including payment, advance request and related tasks, ensuring alignment with the project budget and timeline.
 - Assist in procurement tasks, including purchase requests, bidding analysis, and vendor management.
 - Perform additional support tasks as needed.

3. **MONITORING, EVALUATION AND LEARNING (15% of time)**

- Master project indicators and participate in relevant MEL meetings.
- Assist in data collection, documentation regarding progress tracking, learning capture, evaluation, research, and case studies.
- Join field visits to support, gather insights and monitor partners' activities.
- Propose necessary adjustments to project implementation based on findings and insights.

4. **OTHER COMMON ACCOUNTABILITIES FOR CVN STAFF (5% of time)**

Ideally, you will have:

- Experience working in/with projects related to women's entrepreneurship and/or financial inclusion.
- Demonstrated good interpersonal skills, sound judgment, planning, problem solving and team building skills.
- Demonstrated organisational and time management skills, ability to work under pressure, and to organise and manage workload to meet deadlines.

Why you should apply:

- Ongoing professional and personal development
- A dynamic and innovative environment
- Supportive teams

Application Deadline: 5:00 PM, 22 August 2024.

Interested?

We invite **Vietnamese candidates** to submit expressions of interest to join our team. Please click the Apply button and complete the online application form linked to the vacancy on our careers page <https://www.careers-page.com/care-vietnam>. Please ensure you attach your pdf file including a letter of interest and CV in English language before submitting.

Founded in 1945, CARE is a leading humanitarian organization fighting global poverty and providing lifesaving assistance in emergencies. In over 100 countries and territories around the world, CARE places special focus on working alongside poor women and girls because equipped with the proper resources, they have the power to help lift whole families and entire communities out of poverty.

CARE in Vietnam is a creative and dynamic organization working with Vietnamese and international partners since 1989 on over 300 projects. We recognize that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices contributing to the exclusion and vulnerability of particular groups in society. Our long-term program goal in Vietnam is that poor and marginalized ethnic minorities and urban people of all genders, particularly women, equitably benefit from development. To learn more, visit www.care.org.vn

"CARE in Vietnam (CVN) participates in the Steering Committee for Humanitarian Response's Misconduct Disclosure Scheme. CVN reserves the right to seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time

of the termination of the applicant's employment with that employer. By submitting the application, the job applicant confirms that s/he has no objection to CVN requesting the information specified above."

CARE is an equal-opportunity employer committed to a diverse workforce. Women, ethnic minorities, and people with disabilities are strongly encouraged to apply.