



## ***Empower Workers and Transform Supply Chains: Join Us as a Dignified Work Officer!***

***Are you passionate about co-creating solutions that elevate workers' voices and leadership within the garment supply chains?***

***Do you want to drive collective action that strengthens systems and ensures dignified work for all?***

***If so, we have the perfect opportunity for you!***

### **About the role**

The Dignified Work Officer plays a crucial role in advancing workers' rights and promoting equity and inclusion within the garment supply chains. This position is integral to the successful implementation of initiatives focused on co-creating solutions that enhance workers' leadership, voice, and collective action. Collaborating closely with project teams, partners, and key stakeholders, the Officer will work to strengthen systems that ensure safe and dignified working conditions, empowering workers and relevant parties to actively participate in shaping their workplace environments.

The Dignified Work Officer contributes technical expertise to the planning and implementation of Portfolio Worker's activities, including but not limited to projects rolling out, trainings/workshops, survey/research, communication/campaign, documentation & monitoring, financial and logistic tasks. The position is expected to take lead in technical components given prior arrangement with Project Lead and by close instruction from Project Lead.

The Officer, on occasion, will be mobilised to work on other CVN's activities, as required. This position is based in Hanoi, with frequent travel required to other project sites.

### **Key responsibilities**

#### **1. PROGRAM IMPLEMENTATION AND QUALITY ASSURANCE (50% of time):**

- Lead and ensure the implementation of the project activities in line with CARE's program strategy. Take a key role in implementing projects focusing on organizing in-factory workers for collective voice and action of their well-being; and relevant public campaign and advocacy on priority issues.
- Carry out the assigned activities effectively with guidance of relevant specialists/ advisors, with focus on participation of women workers. Work with Gender Specialist and Portfolio Managers (PMs) to design tools, guidelines, oversee its application to adapt with the local situation;
- Conduct field visits to project sites and support the roll-out of partner activities;
- Provide inputs/suggestions relevant to thematic priorities for project planning, implementing and monitoring.
- Prepare individual work plans and participate in team planning, program planning and other relevant processes.

#### **2. MONITORING, EVALUATION AND LEARNING (25% of time)**

- Conduct projects monitoring during field visits and ensure timely submission of field reports to PMs;
- Lead data collection for project evaluations, research, and case studies;

- Co-lead in quarterly, mid-term, and annual reflection.
- Contribute to activity report writing and documenting project activities, processes, models/approaches and lessons learned;
- Assist in the preparation of donor and other organisational reports and presentations; and

### **3. ADMINISTRATION AND FINANCE (20% of time)**

- Assist the administrative work for project development and implementation. Prepare logistic arrangement including field travel plans, per diem requests, and other logistics in a timely manner and in-line with project budget;
- Assist in procurement tasks and financial procedure such as payment, advance requests/ procedures, etc. in a timely manner
- Use activities funds in line with the approved budgets properly and effectively and in compliance with CARE's finance manual and donor guidelines.
- Follow-up the project progress by working side-by-side with project lead;

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

#### **Ideally, you will have:**

- Bachelor degree in Development, Social Work, Business Administration, Communications or other related fields
- Minimum 3 years of relevant experience in development sector;
- Proven experience in project management including monitoring and evaluation, and finance management;
- Demonstrated good interpersonal skills, sound judgment, planning, problem solving and team building skills;

#### **Why you should apply:**

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

**Application Deadline: 5:00 PM, 30 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](http://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.**