



Promote Inclusion and Equity in Supply Chains: Join Us as a D.E.I Officer!

Are you dedicated to creating more inclusive and equitable workplaces, particularly within garment supply chains?

Would you enjoy working with stakeholders and consultants to develop evidence-based business cases that show how social programs can enhance both worker well-being and business performance?

If so, we invite you to explore this opportunity with us.

About the role

The **Diversity, Equity, and Inclusion Officer** plays a vital role in advancing our mission to promote equality and inclusivity in the workplace. This position is integral to planning and implementing projects that empower workers and foster co-creating initiatives. 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 role involves providing technical support for training programs, research, communication campaigns, and project monitoring. The D.E.I Officer will also work on logistical, financial, and administrative tasks to ensure the smooth implementation of activities. The position offers an excellent opportunity to lead specific technical areas under guidance from project leads and contribute to a broader movement towards equity and justice in the workplace.

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):

- Ensure the implementation of the project activities in line with CVN's Urban priorities. 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.
- Coordinate and maintain the Gender Equity Network (GEN) in Vietnam (the GEN is a regional community of practice focused on building gender equity capacity among supplier factories and business partners).
- Coordinate and implement the process of developing Business Case with different stakeholders and consultants. (Business Case Development's goal is to create a evidence-based narrative that demonstrates how social programs contribute to both worker well-being and business performance.)
- Carry out the assigned activities effectively with guidance of relevant specialists/ advisors, with focus on participation of urban women. 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; and

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
- Participate in quarterly, mid-term, and annual reflection.

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: 25/10/2024

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.

ABOUT CARE

CARE in Vietnam has actively collaborated with various Vietnamese organizations and counterparts in the past 30 years in more than 300 projects. We realize that the keys to equal development achievements are interventions to address deeply rooted, underlying structural causes of poverty, social injustice, and gender inequality, which contribute to the exclusion and vulnerability of particular groups in society. In the long term, we work with partners to support marginalised women, ethnic minorities, and those engaged in green enterprises or supply chains, have enhanced resilience and adaptive capacities to the effects of climate change, alongside the power, capability, and confidence to make and influence economic decisions, ensuring gender-just and equitable.

For more information about the organisation, please 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.