

JOB DESCRIPTION

Position Title: Facilitators (Participatory Rapid Appraisal Facilitators)
Workplace: Habitat for Humanity Vietnam (HFH Vietnam) based in Quang Nam, Da Nang
Quantity: 03
Period: From September 10, 2012 to September 12, 2012
Benefit package: 37 USD/day x 3 days = 111 USD/person (includes accommodation, meal, and travel expenses)

Responsibilities

- Be available for a pre-field visit online orientation (2 weeks before the field visit) and a half-day face-to-face orientation on how to facilitate the FGD and PRA.
- Facilitate Focus Group Discussions and Participatory Rapid Appraisals.
- Attend daily evening briefing meetings after every day's field-work
- Document the FGD and PRA discussions.
- Prepare report on the key findings of the FGD and PRA

Qualifications

- Vietnamese national
- Bachelor's Degree in Social Sciences or equivalent qualification
- At least two years of research experience
- Proficiency in all components of Microsoft Office
- Excellent attention to detail and accuracy
- Experience in conducting field research, especially FGD and other PRA tools
- Good communication skills both English and Vietnamese
- Good knowledge of the NGO environment and Experience of working in the NGO Sector is an added advantage
- Good command of the local language
- Currently reside in Da Nang, Quang Nam or any provinces in the central

Your application **must** include:

- A cover letter clearly demonstrating your suitability for this position
- A comprehensive CV (no more than 2 pages)
- Contact details (including telephone number and email) of 2 references including most recent direct supervisors

Applicants who do not provide **all** of the above requested information will not be considered.

Email your application to:

Human Resource Department

Habitat for Humanity Vietnam

Email: application@habitatvietnam.org

Habitat for Humanity International (HFHI) is a non-profit, ecumenical Christian housing ministry that seeks to eliminate inadequate housing and homelessness in the world, and to make decent shelter a matter of conscience and action. It was founded in 1976 and Habitat for Humanity Vietnam is a branch of HFHI. HFH Vietnam is an equal opportunity employer.

We sincerely thank you for your interest in Habitat for Humanity Vietnam