

### **DPME Officer**

Habitat for Humanity Vietnam (HFHV) is currently seeking a professional individual to serve as Design, Plan, Monitoring and Evaluation Officer. The DPME Officer is responsible for

- applying the technical expertise in the development and implementation of PDME systems and processes for HFHV's program and operation:
- ensuring that HFHV sustains its ability to effectively and efficiently track and monitor its program activities based on the SMART indicators set for DPME
- disseminating best practice and lessons learned internally and externally

### **Requirements:**

- Bachelor's degree in sociology, social work, international relations, international development, development management, housing and urban development planning
- Minimum 02 years experience in program design, monitoring and evaluation or related field with responsibility for conducting and managing evaluations, research, statistical and qualitative analysis
- Working knowledge and technical expertise in designing and performing qualitative and quantitative analysis, strategic planning, and social investigation, multi-site evaluations, participatory planning and standards of evaluation
- Committed to continuous learning and self-development

### **How to Apply**

Please note that only short-listed applicants will be contacted by email and that applications will be reviewed on an ongoing basis. Given the necessity to fill this position as soon as possible, and depending on the qualifications of applicants, HFH Vietnam may offer a suitable position to potential candidate and before the closing date (November 15, 2012); therefore candidates are urged to submit their application in a timely fashion. If you have not received an email within two weeks of submitting your resume you can assume your application was not successful.

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 3 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](mailto: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