



Project Manager, Quang Nam

Habitat for Humanity Vietnam (HFHV) is currently seeking a professional individual to serve as a Project Manager, Quang Nam. This position is responsible for but not limited to

- Coordinate and manage all activities of the project in Quang Nam province
- Lead the facilitation of planning, implementing, monitoring and evaluation of the project with stakeholder's participation by participatory tools.
- Effectively execute the project objectives efficiently and sustainably.
- Prepare logistics arrangement for donors' field visits and sufficient supports to build work of global volunteers build groups
- Coordinate, support and manage the work of all staff working in the project
- Closely coach and mentor staff and reinforce a good working team
- Ensure project staff understand and fully comply to all HFHV's procedures and policies

Requirements:

- Bachelor's degree in sociology, social work, international relations, international development, development management, housing and urban development planning or other equivalent degree
- Minimum 03 years experience projects management
- Working knowledge and technical expertise in community-based development concepts, approaches and processes
- Experienced in disaster management and/ or housing microfinance projects is an asset
- Ability to work in a multi-cultural environment, and to work effectively with local and international partners (government and donors)
- Good supervisory and coordination skills
- 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 (Feb 28, 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

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