

**EMPLOYMENT OPPORTUNITY
LEAD RESEARCH ASSISTANT POSITION**

BACKGROUND

The research project, *Understanding the Non-Profit Sector in Vietnam*, recognizes that non-governmental; non-profit organizations are crucial to the development and advancement of civil society. It thus focuses on the emergence of the non-governmental, non-profit sector in Vietnam. It seeks to achieve the following key objectives:

- To gain understanding of the development of the non-governmental, non-profit sector;
- To understand the role of the non-governmental, non-profit organizations in addressing social issues;
- To identify the challenges facing the non-governmental, non-profit organizations;
- To identify opportunities for supporting and strengthening the non-governmental, non-profit sector; and
- To establish a partnership network with non-governmental, non-profit organizations in Vietnam as a basis for future collaboration.

The research study will involve (1) interviews with leaders of 15 non-profit organizations; (2) visits to the participating non-profit organizations and observation of their work; (3) three focus groups with leaders of at least 30 non-profit organizations; and (4) interviews with 30 community members who have benefited from activities of non-profit organizations. Research activities will take place in Ho Chi Minh City, Ha Noi and Da Nang between May 15, 2013 and July 31, 2013.

This research project has been approved and supported by the University of Calgary. Dr. Hieu Van Ngo, from the Faculty of Social Work, will lead the research. The University of Calgary is located in Calgary, Alberta, Canada.

LEAD RESEARCH ASSISTANT POSITION (CONTRACT)

Job Information

Start Date: April 15, 2013

End Date: August 15, 2013

Schedule: Flexible hours; Minimum of 25 hours per week and maximum of 30 hours per week.

Location: Ho Chi Minh City

Responsibilities

1. Provide overall coordination of research activities in all regions
 - a. Translate research materials from English into Vietnamese
 - b. Support outreach and recruitment strategies

- c. Coordinate overall schedules for interviews, visits to organizations, and focus groups
 - d. Coordinate the researcher's travel plan
 - e. Provide support to two research assistants (in Ha Noi and Da Nang)
2. Support research activities in Ho Chi Minh City
- a. Reach out to leaders of non-profit, non-governmental organizations and beneficiaries of non-profit activities
 - b. Recruit participants for individual interviews (15 leaders of non-profit organizations and 10 beneficiaries of non-profit activities) and a focus group (10 leaders of non-profit organizations)
 - c. Organize individual interviews, visits to organizations and one focus group
 - d. Transcribe audio-taped interviews with leaders, beneficiaries of non-profit activities and focus group members

Qualifications/ Requirements

- University degree in Social Work, Sociology, Education or other related fields
- Experience in research, community development and project management
- Excellent knowledge about the non-profit sector in Vietnam
- Well-connected to non-profit, non-governmental organizations and local universities
- Exceptional organizational and interpersonal skills
- Proficient in Vietnamese and English
- Ability to work independently and as a member of a team
- Proficient in Microsoft Office

Payment

This is a short-term contract position. The lead research assistant will receive a total of \$1,200 (Canadian dollars) for his or her work.

To Apply

Please send your resume and cover letter to Dr. Hieu Van Ngo at hngo@ucalgary.ca

Applications will be accepted until April 15, 2013