



SECONDMENT TITLE	HOUSING SUPPORT SERVICES DEVELOPMENT FACILITATOR
PARTNER ORGANISATION	HABITAT FOR HUMANITY VIETNAM (HFHV)
LOCATION	HO CHI MINH CITY
DURATION OF SECONDMENT	MINIMUM 13 MONTHS
TIMING OF SECONDMENT	SEPTEMBER 2014 – OCTOBER 2015
APPLICATIONS CLOSE	SUNDAY 27 TH JULY 2014

Note – this position is subject to funding approval.

About EWB

Engineers Without Borders Australia is a young, energetic and professional organisation that is all about creating change through humanitarian engineering. EWB works in partnership with organisations in disadvantaged communities assisting them to gain access to knowledge, resources and appropriate technologies needed to achieve their organisation’s aims. Together with our community partners, we strive to facilitate meaningful and lasting change through capacity building, shared learning and excellent development practices. EWB embodies long-term partnerships, acting locally and responsibly, sustainable community practice and applying technical know-how with enthusiasm and passion.

EWB works to strengthen capacity in **WASH, Shelter, Energy and Education** in South and South East Asia, building on 6 years experience in these fields to date. The technical placements in WASH and Shelter will contribute to improving access to sustainable, affordable and appropriate WASH solutions and housing solutions rural and urban poor communities by building the technical and organisational capacity of local NGOs. EWB’s technical team will collaborate across projects and countries to share knowledge and lessons learnt. EWB Education placements will contribute towards strengthening the capacity of local education and training institutions, which work toward developing a locally trained engineering and technical workforce that is empowered to tackle fundamental challenges in the sustainable development of their own country. EWB is placed at the nexus of the technical and education sectors and can draw upon engineering knowledge, skills and technology to achieve sustainable change and poverty alleviation.

We look for **proactive, positive, adaptable, culturally-sensitive, resilient and self-aware** people to join us as volunteers for our international program. You are committed to having a positive impact in overseas communities. You are willing to share your experiences to create change within the Australian engineering sector. You are passionate about working to build local capacity, rather than delivering a project yourself. If this sounds like you, we encourage you to apply!

About the Partner Organisation

Partner Organisation:	Habitat for Humanity Vietnam (HFHV)
Mission statement and main organisational objectives:	Habitat for Humanity Vietnam (HFHV) aims to assist poor communities in rural areas by supporting the construction of either: a new house; a home improvement/repair; a latrine and/or water supply system or responding to a disaster/emergency. HFHV undertakes these projects in partnership with Vietnam’s local government partners,

	<p>microfinance institutions and poor/vulnerable rural households.</p> <p>HFHV provides further support to rural poor households by providing training and skills development during these housing and WASH (water, sanitation and hygiene) construction projects. HFHV is currently working in provinces in the Mekong Delta (Tien Giang, Long An and Ba Ria-Vung Tau) as well as Thai Binh and Hoa Binh in the North and Quang Nam in Central Vietnam.</p> <p>HFHV also plans to support sector-based development, by growing capacity and scaling market approaches that increase products, services and financing for affordable housing and WASH solutions.</p>
Activities:	<p>HFHV estimates the number of people living in inadequate housing in Vietnam is 7.6 million. Since 2001, HFHV has supported almost 12,000 families to improve their housing conditions. In order to more quickly address the housing needs, HFHV must develop models that maximize the impact of the available resources.</p> <p>One of the models which HFHV is developing is called Housing Support Services (HSS). Housing Support Services cover a range of activities, including distribution of general shelter-related technical information; provision of project-related professional services and training, including secure land tenure support; and multiple levels of complex on-site construction technical assistance, including structural engineering. HFHV strives to develop HSS models which are financially sustainable, resource-efficient and environmentally responsible.</p> <p>HFHV recognizes the great demand for the development and delivery of intentional HSS programs focused on families who do not receive financing and construction supervision from HFHV staff.</p> <p>At present, several of the HFHV projects include construction technical training for local masons to develop their skills both in supporting the HFHV selected families as well as future homeowners who contract them independently to make construction improvements to their homes. HFHV also provides Water and Sanitation trainings for community members of the project areas in which it works. In both of the aforementioned programs, a more robust HSS design and delivery is required to ensure that it maximises the impact to families not supported by HFHV with construction supervision and financing. Currently HFHV staff has limited experience in and capacity for such intentional HSS program development and implementation.</p>
Size and structure of organisation:	HFHV has approximately 35 staff spread over three offices, one in Ho Chi Minh City, one in Hanoi and one in Quang Nam.
EWB's history with organization:	HFHV and EWB have worked together since 2009 in a number of areas, including climate change adaptation, construction and WASH.

About the position	
Placement objectives:	Support and strengthen capacity of HFHV staff and community members in creating an appropriate framework for the development and delivery of Housing Support Services (HSS) that bridge the gap that low income families face along the housing value chain
Key tasks and responsibilities:	<p>HFHV seeks to engage Engineers Without Borders (EWB) in the following areas:</p> <ul style="list-style-type: none"> • Technical support in the development of an appropriate and contextual operational framework based on global HSS guidance and regional models;

	<ul style="list-style-type: none"> Collaborate in the development of one or more HSS models based on identified gaps on the housing value chain of HFHV that will provide thousands of families across Vietnam access to adequate, affordable housing; Engage in building the capacities of national staff of HFHV on HSS and its mentoring in an action-reflection- learning and planning process; and Document the experience as well as metrics for success used to contribute to the enrichment of the overall HSS endeavour in Asia Pacific and globally
Working relationships - Immediate Supervisor & Counterpart(s)/ Team:	<p>This position will be</p> <ul style="list-style-type: none"> Supervised by the HFHV Country Director – Ms Kelly Koch Working directly with Senior Manager, Program Support and Innovation – Mr Ngo Van Cuong; Technical Specialists and Program Team Supported by EWB In-Country Coordinator (ICC)
Office Location	<p>HFHV’s head office is located in Ho Chi Minh City.</p> <p>Ho Chi Minh City is located in the delta area at the junction of the Saigon and Dong Nai rivers. It is flat and sprawled over 2100sqkm and lies about 50km inland from the Pacific Ocean. It is a large, modern city and well serviced city with a strong café culture and great Vietnamese and international food options.</p>
Working hours	Monday to Friday, 8.30am to 5.00pm
Annual Leave	20 days per year (pre-arranged with your supervisor and EWB ICC) – we highly recommend you take leave at least every 3 months.
Work language	English and Vietnamese
Access to IT, computers etc	tbc
Access to transport	Travel to and from work will be the responsibility of the volunteer. Any work related travel costs will be covered by Habitat for Humanity.
Accommodation	Any costs associated with travel for work will be covered by Habitat for Humanity.

Selection criteria:	
Essential	
Citizenship	<ul style="list-style-type: none"> Candidates must be Australian or New Zealand citizens or permanent residents.
Knowledge:	<ul style="list-style-type: none"> Understanding of community development, capacity development and current development issues Understanding of EWB’s mission, vision and values
Technical Skills & Qualifications*:	<ul style="list-style-type: none"> Civil Engineering/Architecture/Construction management or similar qualifications Ability to develop and document new business models Ability to manage projects and work within teams, including clear reporting and communications
Experience*:	<ul style="list-style-type: none"> Significant project management experience Experience driving the creation and implementation of new business models within an organisation Experience leading a team or a diverse group of people in a professional setting Experience coaching or mentoring others to achieve a goal Experience working in dynamic and flexible cross-cultural environments
Other*:	<ul style="list-style-type: none"> Knowledgeable of rural construction issues in the Asian context or the capacity to understand and adapt to the rural Asian construction setting

Desirable	
Knowledge*:	<ul style="list-style-type: none"> • Qualification in community development, international studies, business and/or marketing
Skills*:	<ul style="list-style-type: none"> • Leadership and team mentorship in an international setting
Experience*:	<ul style="list-style-type: none"> • Experience working with EWB in a chapter, professional or other setting • Experience working in the not for profit sector and / or in a developing country
Personal attributes (essential)	
	<ul style="list-style-type: none"> • Humility – demonstrating an ability to accept different points of view and expertise, respect for diversity and cultural differences • Cross-cultural communication skills – demonstrating an understanding of verbal/ non-verbal cultural nuances, plus the skill to learn and adapt to these • Empathy for self and others – demonstrating the ability to recognise, understand, use, and manage the emotions of self and others • Enthusiasm and passion – demonstrating a proactive, resourceful and team-oriented approach • Creativity – demonstrating problem-solving and resourcefulness in challenging situations with limited time/ resources • Willingness to learn – demonstrating openness to new ideas and aptitude to adapt • Adaptability and resilience – demonstrating flexibility, patience and resilience to changing plans and remote, potentially harsh conditions and ability to manage stress constructively

**address only these criteria in the application form*

About the country and EWB support	
Brief description of country and city (political, economic situation) and cultural context (social, religious)	<p>Vietnam is located on the Eastern Coast of the Indochinese Peninsula, and shares borders with China, Laos and Cambodia. It is home to 54 different ethnic groups and a population of 92 million people.</p> <p>More information about Vietnam can be found at:</p> <ul style="list-style-type: none"> • Australian Government, DFAT travel information and advice: http://smartraveller.gov.au/zw-cgi/view/Advice/Vietnam • DFAT: http://aid.dfat.gov.au/countries/eastasia/vietnam/Pages/home.aspx • UNDP: http://www.vn.undp.org/content/vietnam/en/home.html
Language	Although most of your colleagues will speak a high level of English, it is highly recommended you allocate time and energy to learning Vietnamese so as to get the most out of your experience.
Communications	Mobile phone and internet coverage are widespread and reliable in Vietnam.
Accommodation	You will need to arrange your own accommodation on arrival, although your partner organisation and ICC will be able to support.
Transport	Local transport in Vietnam is mostly via motorbike. It is essential that you bring an Australian standard motorbike helmet with you to Vietnam. Furthermore, we highly recommend that you obtain an Australian motorbike license before departing on the assignment.

EWB financial and other support	
Living allowance	<ul style="list-style-type: none"> • EWB provides an allowance for living and basic accommodation while overseas
Travel	<ul style="list-style-type: none"> • Airfares to and from host country at commencement and completion of placement • Airfares (domestic) to Melbourne for pre-departure briefing
Other	<ul style="list-style-type: none"> • Pre-departure training and briefing including first aid training • Visa expenses • Travel and emergency evacuation insurance • Medical and psychosocial support and advice • Settlement and re-settlement allowances • Language training costs (up to \$500) • Assignment monitoring and pastoral support from In-Country Coordinator and International Program Coordinator • Technical support from EWB chapters & Mentors
Accompanying Dependents	<ul style="list-style-type: none"> • Accompanying dependents are able to access EWB's medical and insurance services at their own expense • Accompanying dependents are invited to attend Pre-departure briefing in Melbourne at no cost, however travel arrangements are at their own expense.

Timing	
<p>The role consists of three important phases beginning in July 2014, including a minimum of 13 month field placement commencing at the beginning of September 2014.</p>	
Phase 1: Pre-departure – July 2014 to September 2014	<ul style="list-style-type: none"> • Pre-departure preparation (medical clearances, training, administrative) • Linking with a local EWB chapter to enhance your resources and support networks and create opportunities for sharing your experience with members • Identifying additional resources and support for the project • Communicating with the Partner Organisation to discuss and clarify the project and role requirements
Phase 2: Field operations – September 2014 to October 2015	<ul style="list-style-type: none"> • Departure to host country and partner organisations • Working alongside counterparts within the partner organisation to meet your position objectives and build organisational and technical capacity • Quarterly monitoring and evaluation reporting • Linking with EWB In Country Coordinator to develop appropriate 'Learning & Change' materials to share with EWB members and partner organisations
Phase 3: Post field alumni – October 2015 onwards	<p>Return to Australia to join the EWB Alumni. Activities expected include:</p> <ul style="list-style-type: none"> • collaborate with the project team, knowledge hub (if relevant) and with an EWB chapter for a minimum period of 12 months - this is on a casual volunteer basis – e.g. one evening a fortnight • Participate in various EWB events including the National Conference and intake presentation evenings • Participate in the development and dissemination of 'Learning & Change' materials within the EWB community • Mentor future field volunteers preparing to work with the partner organisation

How to apply

Please complete the volunteer application form (download from EWB website) and submit with your CV (maximum 2 page). We cannot assess applications that do not address the selection criteria.

Applications close on SUNDAY 27TH JULY 2014 (applications will be assessed as they are received)

Please complete and return applications to international@ewb.org.au with “Application – HFHV VIETNAM” as the subject title.

For more information contact Monica Chong – International Program Officer.

Email: m.chong@ewb.org.au Ph: +61 3 9329 1166

What happens if I am successful?

Candidates who pass the application stage will be asked to attend a phone interview with EWB staff. This may be followed by second interview, face-to-face in Melbourne with EWB staff, and reference checks. Should these stages all be cleared, a formal offer for the placement will be made.

Confirmation of placement is also subject to:

- Formal approval from the overseas partner organisation
- Procurement of visa and work permits
- Satisfactory completion of a first aid certificate
- Satisfactory participation in a pre-departure briefing run by EWB in August 2014
- A satisfactory medical examination of the applicant
- A satisfactory criminal record check of the applicant and accompanying adults by the Australian Federal Police

EWB adheres to statutory laws in Australia and foreign countries regarding child exploitation, child pornography and the abuse of children. We are committed to the protection of children from all forms of harm. You will be required to sign a Child Protection Code of Conduct prior to being accepted on placement.