



## **Project Officer (Based in Ha Noi)**

Habitat for Humanity Vietnam (HFHV) is currently seeking a professional individual to serve as a Project Officer, based in Ha Noi with frequent travels to project sites in Northern provinces. This position is responsible for but not limited to

- Represents Habitat for Humanity Vietnam (HFHV) to the local partners, community and family partners on a day-to-day basis.
- Supports the Senior Program Manager with project DPME activities such as needs assessment, base line survey, new project development, project monitoring, evaluations and reporting.
- Provides relevant trainings for local partners, communities and home partners per agreed outputs.
- Provides inputs to facilitate promotion of HFHV innovations that may benefit the community by serving a greater number of families.
- Encourages and builds mutual trust, respect, and cooperation among team, partners and families.
- Develops and encourages local leadership in taking larger roles to positively impact their communities and needy families therein as part of sustainable program development a shared HFHV vision among partners.
- Supports and facilitates the volunteer program activities.

### **Requirements:**

- Bachelor Degree in Community Development or related fields.
- 3-5 years experience in community development/mobilization.
- Ability and willingness to relate with grass-roots communities in need
- Willingness and ability to travel; easily works at the community level with the 'poor' and stays in the community as needed.
- Previous experiences in project design, proposal development, implementation, monitoring, evaluation and report writing.
- Previous experience in influencing, negotiating and facilitating community partners and activities.
- Previous experience in house construction, home or sanitation/water improvements is preferred but not essential
- Fluency in written and spoken Vietnamese; reasonable proficiency in English is preferred.
- Willingness to learn and adopt new technologies and methods.
- Clear communication & presentation skills; Computer proficiency in MS Word, Excel, presentations, virtual communications.
- Team Player and model of servant leadership.

### **How to Apply:**

Closing date: 10 January 2014

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
- Expected salary

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