



Project Officer

Habitat for Humanity Vietnam (HFHV) is currently seeking a professional individual to serve as a Project Officer, based in Ho Chi Minh City with frequent travels to project sites in Southern 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.
- Implements strategies for effective links between HFHV, local partners, community and family partners related issues to encourage greater interest, participation and ownership in HFHV's activities and programs as well as to build cooperation and trust between stakeholders
- Facilitates opportunity for stakeholders to raise concerns and assists in promoting HFHV's housing products and services
- Provides relevant trainings for local partners, communities and home partners per agreed project outputs.
- Supports DPME activities such as needs assessment, base line survey, new project development, project monitoring, evaluations and reporting.
- Supports the SPM in preparation of loan portfolio reports of the Southern projects
- Provides inputs to program and technical teams to ensure community preferences are taken into consideration in the development of HFHV's housing products and services
- Provides translation service of project-related documents.
- Responsible for logistic preparations & hosting volunteers

Requirements:

- Degree in Social Science or related fields.
- 3-5 year experience in community development projects demonstrating ability to work with grass-root communities and local government partners
- Demonstrated event management and time management skills
- Ability to coordinate, negotiate and effectively solve problems
- Previous experience in house construction, home or sanitation/water improvements is preferred
- Fluency in written and spoken Vietnamese; reasonable proficiency in English is required
- 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
- Willing to travel and spend time in the local communities HFHV serves at least 40% of working time.

How to Apply:

The closing date: **July 26, 2016**

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.