



## Job Announcement

Habitat for Humanity is looking for **Program Officer (South)**

Our announcement will be closed by 31 Mar. 2018

Habitat for Humanity International founded in United States in 1976. Habitat now works in 1,400 communities across the U.S. and in nearly 70 countries and has helped 6.8 million people achieve strength, stability and independence through safe, decent and affordable shelter.

HFH Vietnam has been working in Vietnam since 2001. As of June 2016, HFH Vietnam has enabled more than 13,600 low-income Vietnamese families to improve their living conditions through decent homes, clean water and safe sanitation and post-disaster reconstruction and repairs. In addition, HFH Vietnam has provided training in disaster preparedness, financial education, hygiene practices, and construction skills, among others, to more than 75,800 individuals.

For more details, please visit us: <http://www.habitat.org/> <http://habitatvietnam.org/>

### Our vision

A world where everyone has a decent place to live.

### Our mission

Seeking to put God's love into action Habitat for Humanity brings people together to build homes, communities and hope.

Position Title	Program Officer
Report to	Senior Program Manager
Work Location	Ho Chi Minh Office and Southern building sites
Supervise	None
<b>Job Summary</b> <ul style="list-style-type: none"><li>• The position plays a key role of contact point and successfully implement HFHV agreed programs/projects with local authorities &amp; partners in the assigned region</li><li>• S/he plays a key role in hosting volunteer teams</li></ul>	
<b>Key Accountabilities</b> <b>1. Build &amp; Maintain Partnership with Stakeholders</b> <ul style="list-style-type: none"><li>➤ Represents Habitat for Humanity Vietnam (HFHV) to the local partners, community and family partners on a day-to-day basis</li><li>➤ Reserve as 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</li></ul> <b>2. Implementing programs</b> <ul style="list-style-type: none"><li>• <b>Implementing construction activities</b><ul style="list-style-type: none"><li>➤ Involved in family selection process.</li><li>➤ Deliver training on Household Finance Management;</li><li>➤ Prepare loan documents and follow up loan collection;</li><li>➤ Support direct supervisor in preparation of FTRs and the regional loan portfolio reports</li><li>➤ Provide translation service of project-related documents.</li><li>➤ Make logistic preparation and host volunteer teams</li></ul></li><li>• <b>Implementing non-construction activities</b><ul style="list-style-type: none"><li>➤ Deliver relevant trainings to local partners, communities and home owners per agreed project outputs</li></ul></li></ul>	

- Coordinate with local partners and relevant PSI staff to organize campaigns to raise communities' and school children' awareness of Habitat HSS, DDR CCA or WASH per agreed projects with donors

### 3. Implementing cross-functions activities

- Supports DPME activities such as needs assessment, base line survey, new project development, project monitoring, evaluations and reporting.
- Interact with relevant PSI member(s) to implement housing and other standards, guideline etc.
- Coordinate with RD&C members in relevant requests

### 4. Implementing compliance

- Ensure Habitat's policies like family selection criteria, safety, child protection, conflict of interest, non-discrimination etc. are fully observed during planning, implementing programs' activities
- Ensure all relevant program documents/records are classified, stored properly to prevent lost/damage and/or confidential information leakage
- Ensure procurement, financial records within the assigned responsibilities are fully compliant to financial policies/procedures

### Job requirements

To be successful in this role, willingness & availability to travel frequently to rural areas as required and following minimum requirements are met.

1. College/University degree in Humanities Science or Sociology, Social Work, Public Policy or equivalent
2. Intermediate level of operational knowledge & experience in implementing community development projects
3. Knowledge of Vietnam legal regulations and governmental policies on iNGO activities
4. Practical knowledge in disaster management and housing microfinance
5. Some knowledge and experience in event management, handling tourist inquiries
6. Basic knowledge of housing construction & housing micro finance terminologies
7. Proficient knowledge & skills in using word, excel, powerpoint, email, internet....
8. Intermediate level of Organizing skills
9. Intermediate level of Problem solving skills
10. Fluently business written & verbal communication in both Vietnamese & English
11. Intermediate level of managing relationship

### At Habitat we commit to provide people with following values:

1. Competitive salary and benefits comparing with other iNGOs in Vietnam
2. Open, collaborative and supportive working environment
3. Experiencing meaning of community development through Habitat's projects
4. Enhance your English while exposing to international volunteers and technical documents

Candidates who are Interested in community development & qualified to the job is welcome to send us your comprehensive English CV, and cover letter to highlight your interest and capabilities and contact details (including telephone number and email) of 3 references including most recent direct supervisors to [application@habitatvietnam.org](mailto:application@habitatvietnam.org)

Habitat for Humanity Vietnam gives equal employment opportunity to Vietnamese qualified candidates. Please note that only shortlisted candidates will be notified.