

## **Recruitment announcement:**

Position: 01 Project Officer  
Status: Permanent position  
Place: 55B3 Tran Nhat Duat, Tan Dinh Ward. District 1. Ho Chi Minh City.

### **Introduction of Norwegian Mission Alliance in Vietnam (NMA-V):**

NMA-V office is located in Ho Chi Minh City. The organization's strategy focuses on preventing and responding to climate change, increasing incomes and inclusion of people with disabilities.

NMA-V operates in the Mekong Delta with a special focus on poor women, children, young people and people with disabilities. We work closely with local authorities, departments, and beneficiaries. Please read more information on our website: <https://www.nmav.org/>

NMA-V invites the qualified Vietnamese applicants for this permanent position with following requirements:

### **MAIN TASKS:**

- Working closely with Program Manager, consultants, partners in planning, implementing, monitoring, and reporting project outcome, outputs and activities based on project annual plan.
- Coordinate local partners with external consultants and experts.
- Tracking and monitoring the project budget and expenditures against approved plan and budget.
- Responsible for translation/interpretation to non-Vietnamese speaking advisors/consultants and documents relevant to projects.
- Coordinate and discuss regularly with the project manager on the status of implementation and issues arising at the project sites.
- She/he is part of project operational team and will also interact with other thematic areas related to climate change adaptation.

### **KEY REQUIREMENTS:**

- Holding a university degree of social works, education or similar
- At least 2 years of working experience with INGO/international development organizations, and strong knowledge of project management. Other working experiences will be considered.
- Practical working experience with people with disabilities/ organisations of people with disabilities and having passion for inclusion of vulnerable people is an advantage.
- Excellent written and verbal English skills.
- Possess independent and teamwork abilities and strong skills in relationship building at various levels
- Having a solid understanding and practice on rights-based approach, participatory approach, gender and advocacy work.
- Ability to contribute to the operational team with creative ideas and solutions in all components.
- Ability to travel to project sites in Mekong Delta.

### **CONTACT:**

Interested candidates should send their Curriculum Vitae (CV), including a list of at least 3 referees, and an application letter in English **before 30th June 2022 by e-mail: [tunguyen@nmav.org](mailto:tunguyen@nmav.org)**.