

JOB OPPORTUNITY WITH NORWEGIAN PEOPLE'S AID (NPA) IN HUE

NORWEGIAN PEOPLE'S AID VIETNAM (NPA VN) is a Norwegian NGO working within mine action field in Vietnam. We are now recruiting 01 **Information Management Officer** to work full-time at our communication office 25 NGUYEN VAN CU, Hue.

Duration: Initially 12 months, start date: 1Dec 2010

Compensation: Competitive

GENERAL RESPONSIBILITIES

- Day to day management and Quality control of available data with help of TechBase and other IS tools
- Co-ordinate the summarizing of available data
- Presenting information rich and easy to comprehend maps and presentations
- Fulfill other duties as may be assigned to by Information Management Systems Advisor

JOB SPECIFICATIONS/REQUIREMENTS (compulsory)

- Bachelor degree in computer science and studies in information management
- Sound IT knowledge
- Database development and good understanding of RDBMS
- Experienced in computer handling and data acquisition
- Profound experience on computer maintenance and computer security software
- A realistic and objective approach to new technologies and methodologies
- Cooperating ability with all relevant stakeholders

Further details are available in the TOR. Interested candidates are invited to send e-version of CV and cover letter to Ms. Pham Thi Yen Nhi, NPA Administration Coordinator, email: nhip@npaid.org no later than Oct 24, 2010.

Only candidates in short list are contacted for interview.