



Terms of Reference

National Program Officer

The Spark Center for Social Entrepreneurship Development (Spark Center) in Viet Nam is currently a social development initiative, registered as a member of the Viet Nam Union of Science and Technology Associations (VUSTA).

Co-founded by organizations such as the Netherlands Development Organization in Viet Nam (SNV Viet Nam), the Pact Capacity Building organization in Viet Nam (PACT Viet Nam), the Center for Sustainable Rural Development in Viet Nam (SRD Viet Nam), and the Center for Researches on Policies Impact Assessment and Capacity Strengthening for Communities in Viet Nam (CECODES Viet Nam), and overseen by Spark Center Governing Board (SGB), the objectives of Spark Center's activities are:

1. To support social entrepreneurs in successful up-scaling and replication of proven local social and business solutions
2. To facilitate the development of transparent and dynamic individual and business capacity development services at local levels, especially where local social and business solutions are implemented

These objectives cover three 3 bottlenecks:

- a. strengthening articulation of demand for capacity development services: creating opportunity for (social) entrepreneurs, local organizations, to express demand for poverty related Capacity Development Services (CDS)
- b. improving the supply of capacity development services: enhancing the outreach and quality of capacity development services
- c. redirecting financial CDS flows: to sub-national level, and tapping into local resources

Spark Center is looking for a national, qualified, social development compassionate candidates with:

- honest believe in people around
- strong entrepreneurial spirit
- experienced in and/or passion for capacity development services with market principles

for the post of National Program Officer. The National Program Officer will be working at Spark Center and under the supervision of Spark Center National Executive Director.

Responsibilities:

- Take lead in the establishment of a system of database related to social enterprises, and capacity development services and needs
- Organize regular marketplaces in different provinces to improve market conditions
- Support Spark Center Executive Director in mobilizing funds and resources for Spark Center to continue supporting other social enterprises, and exploring new potential partnership
- Identify needs, design and implement appropriate capacity building activities for capacity builders



- Support local capacity development service providers to enhance their service qualities

Requirements:

- Advanced degree on development, economics, social study or related fields
- Affinity with and passionate about capacity development
- Demonstrate strong leadership, team work
- Strong conceptualization and visioning skills
- Excellent networking and negotiation skills
- Strong communication skills in both Vietnamese and English
- Connected with Vietnamese philanthropy and good relationships with government, donors and private sector
- Experience in fund raising is an advantage
- At least 5 years experience in program management, working experience with international organizations, as well as CDS market development are desirable and a plus

Application procedure:

Interested candidates should send a letter of application and an updated CV in English to Ms. Thai Thi Huyen Nga via email at ngatth@spark.org.vn by latest 02 December 2011.