



# JOB DESCRIPTION

**Position Title:** Resource Development Officer (RDO)  
**Workplace:** Habitat for Humanity Vietnam (HFH Vietnam) based in Ho Chi Minh City; occasional in-country field travel  
**Reports To:** Resource Development and Communications Manager (RD+C Manager)  
**Deadline for Applications:** September 7, 2012  
**Job Start Date:** October 1, 2012 (Negotiable)

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## Overall Responsibilities

The Resource Development Officer (RDO) assists in the development of resource mobilization strategies to support HFH Vietnam's housing, water and sanitation projects around Vietnam. This position will support existing fundraising and help create further funding activities that involve donors, supporters and volunteers, etc. The probationary period is two months; the position is for one year (possibility for renewal) and candidates can expect to work 40 hours a week and must have the ability to work overtime hours during busy periods. Salary is dependent on experience and qualifications.

## Responsibilities

- Assist the RD+C Manager with acquiring funding from national and international donors
- Assist in proposal writing
- Maintaining a donor database
- Preparing marketing materials
- Assist in creating fundraising and advocacy events
- Perform any other tasks in the department as agreed with the RD+C Manager and/or the Country Director for overall operational needs

## Qualifications

- Vietnamese national
- Fluency in spoken and written English
- Alignment with our vision and a passion working with and on behalf of people affected by poverty via housing, water and sanitation solutions
- University degree
- Excellent computer skills (e.g. Microsoft Word, PowerPoint, Excel, Outlook)
- Ability to take initiative, at times work independently, be pro-active and meet deadlines
- Ability to multi-task with conflicting priorities in multicultural environments
- Excellent interpersonal and communication skills
- Demonstrate and practice respect to others; honesty and integrity
- Fully client- and service-oriented
- Committed to continuous learning and self-development



## How to Apply

Please note that only short-listed applicants will be contacted by email and that applications will be reviewed on an ongoing basis. Given the necessity to fill this position as soon as possible, and depending on the qualifications of applicants, HFH Vietnam may offer a suitable position to potential candidate and before the closing date (September 7, 2012); therefore candidates are urged to submit their application in a timely fashion. If you have not received an email within two weeks of submitting your resume you can assume your application was not successful.

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](mailto:application@habitatvietnam.org)

If you have applied previously, please do not resubmit your resume.

Any candidate offered a job with Habitat for Humanity Vietnam will be expected to sign the *Habitat for Humanity Code of Conduct* and the *Habitat for Humanity Ethics Covenant* as appendices to their contract of employment and conduct themselves in accordance with the provisions set forth in these two documents.

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

*Updated August 2012*