



Towards Transparency (TT)
TI National Contact in Vietnam
Address: 51 A Nguyen Khac Hieu, Ba Dinh, Hanoi
Tel: + 84 4 3715 3532
Fax: + 84 4 3715 3443
Email: info@towardstransparency.vn
www.towardstransparency.vn

Job Description

Senior Programme Officer, Integrity Solutions

Application Closing Date - 17 February 2013

Expected Start Date - April 2013

First round of job interviews and tests - between 21-27 February

Duration - until 31 December 2015, with the possibility of extension (subject to funding)

Probation period - 2 months at start of contract

Job Status - Full time at 5 working days/week (40 hours)

Location - Hanoi, Vietnam with occasional travel

Towards Transparency (TT) was established in November 2008 as a Vietnamese non-profit and non-state consulting company. In March 2009, TT became the official National Contact of Transparency International (TI) in Vietnam.

Transparency International (TI) is the global civil society organisation working to stop corruption. TI works through National Chapters, National Contacts, and other partners in more than 100 countries. Its international secretariat is based in Berlin, Germany. In Vietnam, TT has supported the TI Secretariat in designing and executing the TI Vietnam Programme 2009-2012: "Strengthening Anti-corruption Demand from Government, Private Sector and Society".

During the past three years, TT has received increasing recognition from national and international stakeholders as a key civil society actor in promoting transparency and accountability in Vietnam. In 2013, TI and TT are beginning the implementation of the next, ambitious phase of the [TI Vietnam programme \(2013-2015\)](#). It will involve an expanded effort to encourage and support the engagement of civil society organisations, citizens (in particular the youth) and the business sector in addressing corruption. TI/TT will also place an increased emphasis on developing and implementing integrity and transparency solutions in close partnership with stakeholders from government, business and civil society. Based on the initial achievements under the 2009-2012 programme, TI/TT will continue their work to help improve anti-corruption policy and its implementation through evidence-based advocacy. In response to increased interest amongst government stakeholders, TI/TT's work with the public sector will also be expanded through a focus on local government-level solutions for improved transparency.

In order to meet the requirements of the 2013-2017 programme, TT/TI is looking for a Senior Programme Officer (Integrity Solutions). This new senior position requires a candidate who is comfortable and credible engaging with diverse audiences, domestic as well as international

organisations across different sectors. The successful candidate will have relevant experience in at least one of the two primary target sectors, i.e. business or civil society, with a strong interest and motivation to develop expertise in the other. S/he will have hands-on experience in issues such as business and/or organisational development, and operations (including HR, procurement, etc.) as well as a good understanding of integrity challenges associated with different organisational functions. The ideal candidate will have an entrepreneurial approach, but be team-oriented and eager to learn and apply new concepts. The position requires a passion for creating positive change through the development of people, organisational and sector capacity.

This position will be focused primarily on work planned under components A (Institutional, Capacity & Network Strengthening) and D (Business Integrity) of the TI Vietnam programme 2013-2015.

Purpose of the position

The position-holder will play a key role in TI/TT's work to develop and promote integrity solutions and strategies for businesses and civil society organisations. Building on TI's and other international experience,¹ this will include leading the development of relevant training materials on transparency and integrity for NGOs as well as adapting and promoting private sector integrity tools to the Vietnamese context. The position-holder will also make active contributions to TI/TT's stakeholder engagement and advocacy efforts in both sectors, including through trainings, workshop and written contributions to TI/TT communication efforts. S/he will also participate in the development and implementation of additional initiatives to promote business integrity under the TI Vietnam Programme 2013-2015.

This position offers an exciting opportunity to be part of shaping key new areas of TI/TT's work to promote transparency and integrity in Vietnam through practical solutions. It is a new position which primarily focused on building and sharing technical expertise on organisational integrity and transparency tools and strategies. This expertise is expected to be applied across different sectors, primarily CSOs and businesses but potentially also extending to other types of organisations such as education institutions.

Position Title	Senior Programme Officer, Integrity Solutions
Responsibilities	<ul style="list-style-type: none"> • Develop, promote and continuously improve high-quality training and capacity building materials for organisational integrity in CSOs, engaging stakeholders in the process and sourcing external expertise as required; • Adapt and promote relevant international best-practice tools and strategies for business integrity (such as codes of conduct, anti-corruption policies, whistle-blower systems etc.) • Promote sector-wide integrity and transparency in the business and CSO sector, including through the implementation of pilot projects (such as integrity pledges etc.); • Build and share knowledge on organisational integrity through trainings, seminars/workshops, advice and regular written contributions to TI/TT communications efforts; • Support TT management team in the identification and development of partnerships; • Contribute to the development and implementation of sector strategies to promote integrity and transparency; • Act on behalf of the line manager when required • Contribute to other organisational tasks as required
Reporting line	To Deputy Executive Director (International)
People management responsibility	No. <i>However, the position-holder will manage relationships with external collaborators, consultants and partners.</i>

¹ Some publicly available examples which illustrate relevant issues include the [Business Principles for Countering Bribery \(BPCB\)](#) suite of tools, [TI-UK's training and advisory work](#), TI Colombia's work to promote [business integrity at sector level](#) and [TI's Handbook for Preventing Corruption in Humanitarian Operations](#).

Budget management responsibility	Yes <i>The position-holder will be responsible for the management of project budgets.</i>
Job Status	Full time: 5 working days/week (40 hours)
Job Requirements	<p><i>Skills and requirements:</i></p> <ul style="list-style-type: none"> • Post-graduate or university degree in Law, Management, Business Administration or other relevant field; • At least 5-7 years of working experience in relevant field, i.e. business (compliance issues, Corporate Social Responsibility) or CSO sector (internal governance; NGOs codes of conducts, etc.); • Proven knowledge and relevant experience of training and capacity development work; • Strong understanding and hands-on experience of managing key business processes (business/organisational development, operations, HR, finance, procurement, etc.) • Research and analysis experience (desired); • Project management experience (desired); • International experience (desired) • Strong communication, facilitation and presentation skills • Ability to engage and persuade others • Excellent Vietnamese and English skills (written and verbal) • Proficiency in standard office software packages, especially MS Excel, Word and Powerpoint is required • Ability to travel <p><i>Personal qualities:</i></p> <ul style="list-style-type: none"> • Demonstrated interest and commitment to anti-corruption; • A reputation for and commitment to personal integrity and honesty; • An entrepreneurial, can-do approach; • Willingness to learn, share and apply new concepts; • A focus on quality and continuous improvement; • A team player with strong interpersonal, inter-cultural and communication skills
Annual Gross Salary package	18,000-24,000 EUR ² depending on experience.
Deadline and application details	Interested candidates should send their application (motivation letter, CV and details of 3 references) in English to integritysolutionsjob@towardstransparency.vn The application should be clearly marked “Senior Programme Officer, Integrity Solutions” in the email title. The closing date for applications is 17 February 2013. Only shortlisted candidates will be notified.

This job description is intended as a guide and should not be viewed as an inflexible specification, as it may be adjusted from time to time in light of strategic developments, in discussion with the position-holder.

² Contract will be signed based on equivalent VND amount for Vietnamese nationals.