



Job Announcement

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the fields of Mine Action and Development. NPA's Vietnam Programme is primarily based on Mine Action and it supports a project office in Hue and a partner office in Quang Tri. NPA Vietnam is seeking qualified Vietnamese national applicants for the position of **Community Support Officer (CSO)** for its Project office in Hue.

Main responsibility:

- The Community Support Officer is responsible for the implementation of the Community Support Team (CST) activities under guidance of Community Support Coordinator (CSC).

Specific duties

- Collect CST field data of households within NPA areas of operations in line with NPA Standard Operations Process (SOP)
- Provide, with support from CSC, training of CST in impact assessment, participatory rural assessment and other community engagement methodologies in accordance with NPA/International Standards.
- Determine weekly work agenda of CST activities in consultation with CSC.
- Cooperate closely with CSC to finalize working plans for approval and assist CSC with Community Support Assistant (CSA) performance evaluations under his/her charge.
- Support CSC in coordinating with local authorities to facilitate incoming delegations working within or visiting the CST activities.
- Support in communicating with local authorities, other collaborating partners related to CST activities.
- Prepare monthly CST reports to the CSC.
- Assist in the development and refinement of the CST activities where required.

Minimum qualifications

- High school diploma
- Two years of experience working for development projects/organizations
- Participatory rural assessment and/or other community engagement experience is desirable
- Microsoft Office literacy
- Good communication and interpersonal skills
- May have to work at weekends and/or evenings as required

Interested candidates are requested to submit a CV and a cover letter to NPA via e-mail address to huet@npaid.org. The closing date for applications is **08 February, 2013 at 5 pm** with a start date as soon as possible. Only short-listed candidates will be notified.