

<b>JOB/TASKS PROFILE</b>	
<b>Junior Project Officer - Tourism Caritas Switzerland in Vietnam</b>	
<b>Position</b>	<b>Junior Project Officer - Tourism</b>
<b>Expected starting date</b>	<b>1 September 2013 – 31 August 2014 (1 year, with the possibility of extension)</b>
<b>Work time</b>	<b>100%</b>
<b>Work place</b>	<b>Quan Ba District, Ha Giang (and Hanoi).</b> Travels to Quan Ba every 3 weeks, in the mode of Quan Ba 2 weeks – Hanoi 1 week.
<b>General information</b>	<p>Caritas Switzerland in Vietnam (Caritas) has been operating in Vietnam since 1996. Since starting its activities in Vietnam, Caritas has been committed to improve the livelihoods of poor marginalized people, focusing on ethnic minority communities, who live in remote areas and benefitting least from national economic growth. Caritas themes 2012-2016 include humanitarian and development assistance activities in the fields of (1) Sustainable Livelihoods; (2) Water, Hygiene and Environment; (3) Social Issues and Human Rights; (4) Climate Change Adaptation and Disaster Risk Reduction and Emergency Relief, incl. Humanitarian Aid.</p> <p>Caritas works result-oriented and enters new projects always with the ambition to pull out once results are achieved and sustainability secured. Find more information on Caritas Switzerland work in Vietnam in the attached Caritas Country Programme 2012-2016.</p> <p>The main responsibility of the Junior Project Officer is to support the Tourism Officer with the implementation of activities of the pro-poor tourism component of Caritas Switzerland in Quan Ba District, Ha Giang. These activities will mainly focus on the delivery of basic tourism skills trainings and follow-up coaching of beneficiaries. The Junior Project Officer also supports the Quan Ba Project Coordinator with specific organisational and administrative tasks assigned. These tasks may include communications, logistics, translations, M&amp;E activities, and other tasks.</p>
<b>Duties</b>	<ol style="list-style-type: none"> <li>1) Assist the Tourism Project Officer with the implementation of specific activities, as defined in the Operational Plan 1.7.2013 – 31.8.2014, mainly: <ul style="list-style-type: none"> <li>- Coordinate and attend the basic tourism skills trainings provided by a professional institution</li> <li>- Deliver regular follow up skills training / coaching in basic tourism skills to the beneficiaries in Nam Dam</li> <li>- Collect feedbacks from tourists, discuss them with the villagers and propose service delivery improvements to the Tourism Project Officer</li> <li>- Coordinate the handicraft trainings provided by a professional institution</li> <li>- Assist the Tourism Project Officer with logistics and administration</li> <li>- Any other tasks assigned by the Tourism Officer and agreed by the Quan Ba Project Coordinator.</li> </ul> </li> <li>2) Ensure correct procedures according to Caritas standards and formats (activity plan, activity reports, other Caritas internal paperwork) related to the pro-poor tourism component, with support from Quan Ba Project Coordinator</li> <li>3) Written (and in some special cases oral) translation for the Quan Ba project and for Caritas Switzerland in Vietnam in general.</li> <li>4) Assist the Project Coordinator and Project Officer in maintaining good communication with project partners and communities.</li> <li>5) Assist the Administrator and Project Team in logistics arrangement of project training/events/visits, if needed.</li> <li>6) As required by project officer and when available, the Junior Project Officer will</li> </ol>

	<p>assist with specific project M&amp;E tasks (e.g. visit to project sites, update and maintaining database, etc.) to gain experience and help the Quan Ba Team fulfil its tasks</p> <p>7) Additional tasks as requested by the Project Coordinator.</p>
<p><b>Qualifications</b></p>	<p><u>Formal Education</u></p> <ul style="list-style-type: none"> <li>• Undergraduate degree in a relevant field (i.e. tourism, rural development an asset)</li> <li>• Excellent communication skills in both English and Vietnamese (oral and written, incl. translations).</li> <li>• Great interest in development cooperation (proven record in regard to work related to poverty reduction, pro-poor tourism, community development, ethnic minorities, etc. is a great asset).</li> <li>• Demonstrated willingness and availability to work in remote rural region (Quan Ba, communes and villages, Ha Giang province).</li> <li>• Demonstrated team-work spirit, initiative, constructive, active, punctual, and humorous personality.</li> </ul> <p><u>Professional Experience</u></p> <p>Previous experience in the field of tourism or community development is a strong advantage.</p>
<p><b>Application, Deadline and Contact</b></p>	<p>Interested candidates with relevant qualifications and experience are invited to send (1) their full CV in English, (2) a motivation letter (clearly stating your qualifications/experience required for the job), as well as (3) reference details to Caritas Switzerland to the following email address: <b>vietnam@caritas.ch</b> by <b>23 June 2013</b>.</p> <p>For any further information, please contact the Quan Ba Project Coordinator, Mr Pham Van Hung (<a href="mailto:hung@caritas.ch">hung@caritas.ch</a>) or the International Tourism Expert, Mr Reto Meili (<a href="mailto:rmeili@caritas.ch">rmeili@caritas.ch</a>).</p>