



Towards Transparency (TT)
TI National Contact in Vietnam
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JOB DESCRIPTION

Programme Officer, People Engagement

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| Job title: | Programme Officer, People Engagement |
| Location: | Hanoi |
| Starting Date: | as soon as possible, August/September 2013 |
| Job Summary: | This position will constitute an integral part of Towards Transparency's team, leading programme efforts to engage and support people in anti-corruption efforts. He/she is expected to play a key role in driving TT's people engagement work, and to make a significant contribution to the successful implementation of the 2013-2015 TI Vietnam programme. |
| Reporting to: | Deputy Executive Director |
| Position Type: | Vietnamese national post, full-time (5 working days/week). |
| Contract duration: | Until 31 December 2015, with possibility of extension (subject to funding) |

Background information:

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 Berlin 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 \(2013-2015\)](#). This work 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 continue contributing to improving anti-corruption policy and its implementation through evidence-based advocacy. In response to increased stakeholder interest, work with the public sector will also be expanded towards local government-level solutions for transparency. For the successful implementation of the Programme, continued institutional

capacity strengthening and development of TT as a local civil society organisation is essential. Effective communications and advocacy are also a key to success.

Currently, TT is looking for a capable and highly qualified professional to fill in the position of Programme Officer, People Engagement to join its dynamic team. This position is mostly but not exclusively focused on work under **Component C – People and Youth Engagement & Support** of the TI Vietnam programme 2013-2015. A key deliverable in this area is development of an implementation partnership, mobilization of resources and application of TI's [Advocacy and Legal Advice Centre \(ALAC\)](#) approach to support victims and witnesses of corruption in Vietnam.

This is an exciting opportunity to shape TI/TT's work in an important and challenging area. The ideal candidate is highly motivated, brings significant project development and implementation experience, and a background in citizen-led development and/or accountability initiatives in Vietnam. The successful candidate will possess a rounded set of skills and experience combining hands-on project management/implementation with an ability to think and act strategically.

| Position Title | Programme Officer, People Engagement |
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| Responsibilities | <ul style="list-style-type: none"> • Lead the development of TI/TT's work to engage and support citizens to increase demand for transparency and accountability. In particular, <ul style="list-style-type: none"> ○ To contribute to overall strategic planning for the development of TI/TT's people engagement and support initiatives. ○ To identify a suitable partner organisation and set up a partnership for establishment of an ALAC ○ To develop and implement effective awareness raising and advocacy approaches to strengthen people's participation in anti-corruption ○ To build effective collaboration with and provide high-quality technical support to partner organisations, including at the local levels ○ To develop and implement resource mobilisation (fundraising) strategies for people engagement work ○ To identify opportunities for and support the piloting of innovative citizen-led monitoring approaches ○ To collaborate closely with the Youth Integrity Officer, who is part of the people engagement team and leads TT's youth initiatives • Support the TT management team in the identification and development of partnerships to promote people's participation in anti-corruption; • Act on behalf of the line manager when required • Contribute to other organisational tasks as required |
| People management responsibility | No <i>However, the position-holder will manage relationships with external collaborators, consultants and partners.</i> |
| Budget management responsibility | Yes <i>The position-holder will be responsible for the management of project budgets.</i> |
| Reporting line | To Deputy Executive Director (International) |

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| Job Requirements | <p><i>Skills and qualifications:</i></p> <ul style="list-style-type: none"> • Postgraduate university degree in Development Studies, Social Sciences, Business Administration, Law, Policy Studies or relevant fields • At least 5 years of relevant and practical work experience, preferably in an NGO environment • Proven project development and implementation experience is a requirement • Good knowledge of the governance and institutional setting including at the provincial and local level is a distinct advantage • Familiarity with citizen empowerment and legal aid approaches is an advantage • Fundraising experience is a strong advantage • Familiarity with technology-based approaches to citizen engagement is an advantage • Excellent relational skills and the ability to represent the organization in various forums to build productive alliances and partnerships; • Excellent English and Vietnamese skills (written and spoken) • Strong IT and computer skills <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 • Capacity to make sound assessments, critical thinking and problem-solving capacity • Open-mindedness, and an ability to learn and apply new concepts quickly • Strong ability to build strong interpersonal relationships and partnerships • Commitment to continuous improvement and achieving quality • A team player with strong interpersonal, inter-cultural and communication skills • Ability and willingness to travel domestically and, on occasion, internationally |
| Gross Annual Benefit package | 14,000-19,000 EUR ¹ , depending on experience |
| Deadline and application details | <p>Interested candidates should send their application (motivation letter, CV and contact details of 3 references) in English to job_peopleengagement@towardstransparency.vn (Please send all these documents as attachments to your email)</p> <p>The application should be clearly marked “Programme Officer, People Engagement” in the email title</p> <p>The closing date for applications is 12 July 2013</p> <p><u>Tentative</u> interview schedule:</p> <ul style="list-style-type: none"> • First round of interviews: 18/19 July 2013 (in Hanoi) • Second round: 24/25 July 2013 (in Hanoi) <p>Only shortlisted candidates will be notified.</p> |

¹ Contract will be signed based on equivalent VND amount for Vietnamese nationals.