



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

Senior Programme Officer, Research and Policy
(Re-advertisement)

Job title: Senior Programme Officer, Research and Policy
Location: Hanoi
Starting Date: as soon as possible, September 2013
Job Summary: This position will play a critical role in managing and developing further TI/TT's work to help improve anti-corruption policy and its implementation in the public sector. This includes the responsibility for the delivery of TI/TT's key research products, working closely with external partners and consultants. This position will also enhance TI/TT's impact and recognition by synthesizing TI/TT's international and national knowledge and research in high-quality policy contributions in various formats.
Reporting to: 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 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 interested 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 to, 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 the Senior Programme Officer (Research and Policy). This senior position requires an exceptional candidate who can bring a combination of project management and public policy experience to the job. This position offers various opportunities to engage with external stakeholders, especially government, and is likely to involve occasional domestic and international travel. The position provides an exciting opportunity for the right candidate to make a significant contribution to the success of TI/TT's work.

This position will be focusing primarily on work planned under component B (Public Sector Integrity) but also contribute to other areas of the TI Vietnam programme 2013-2015, in particular component C (People and Youth Engagement & Support).

Position Title	Senior Programme Officer, Research and Policy
Responsibilities	<ul style="list-style-type: none"> • Manage the high-quality delivery of TI/TT's key research products by external research partners and consultants, including by providing methodological support. This includes but is not limited to the Vietnam edition of the Global Corruption Barometer (GCB), the National Integrity System (NIS) study, and the Youth Integrity Survey (YIS) • Ensure the wide use of TI/TT's research results by key stakeholder audiences, including through written and spoken contributions to relevant policy fora and discussions • Contribute to the ongoing monitoring of Vietnam's implementation of the United Nations Convention against Corruption (UNCAC) • Support the Deputy Executive Director (National) in the future implementation of an initiative to promote local government transparency, including organisation of stakeholder meetings, expert input coordination • Represent the organisation in relevant public fora, and act as deputy for the line manager when required • Actively contribute to the successful delivery of TI/TT's 2013-2015 programme through other organisational tasks as assigned by the line manager
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 relating to the research outputs.</i>
Reporting line	To Executive Director (National)
Job Requirements	<p><i>Skills and requirements:</i></p> <ul style="list-style-type: none"> • Post-graduate or University Degree in Political Science, Public Administration, Sociology, Economy, Law or other relevant field • At least 5-7 years of relevant working experience in V/INGOs and/or donor funded programmes/projects • Excellent insight and knowledge on public sector and public policy issues in Vietnam • Strong project management skills and experience, including budget responsibility • Proven track record of coordinating high profile research projects, including methodological support and oversight • Advocacy planning and implementation experience (desirable) • Experience working with local governments (desirable) • Ability to handle multiple priorities and balance various stakeholders' needs • Ability to persuade others • Strong analytical skills • Excellent communication, writing and presentation skills (English and Vietnamese) • International experience (desirable) • Proficiency in standard office software packages, especially MS Word, Powerpoint and Excel • Ability to travel

	<p><i>Personal qualities:</i></p> <ul style="list-style-type: none"> • Strong and demonstrated interest and commitment to anti-corruption • A reputation for and commitment to integrity and honesty • Attentive to detail, diligent and reliable • Comfortable working to tight deadlines at a high level of quality • Open-minded and willing to learn and apply new concepts • A team player with strong interpersonal, inter-cultural and communication skills
Gross Annual Benefit package	Ranging from 18,000-24,000 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_researchandpolicy@towardstransparency.vn</p> <p>The application should be sent as attachment(s) and clearly marked “Senior Programme Officer, Research and Policy” in the email title.</p> <p>The closing date for applications is 21 July 2013</p> <p><u>Tentative writing test and interview schedule:</u></p> <ul style="list-style-type: none"> • Writing Test: 24-26 July 2013 • First round of interview: 1-2 August 2013 (in Hanoi) • Second round: 8/9 August 2013 (in Hanoi) <p>Only shortlisted candidates will be notified.</p>

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.

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