



Towards Transparency (TT)
TI National Contact in Vietnam
Address: Floor 12B, Machinco Building,
444 Hoang Hoa Tham street, Ba Dinh district, Hanoi
Tel: + 84 4 3715 3532
Fax: + 84 4 3715 3443
Email: info@towardstransparency.vn
www.towardstransparency.vn

JOB DESCRIPTION

Project Officer, Youth Initiatives

Job title: Project Officer, Youth Initiatives
Location: Hanoi
Starting Date: as soon as possible (January/February 2013)
Job Summary: This position leads TT's youth integrity initiatives, working closely with TT's partners, and developing and implementing creative awareness raising and engagement approaches.
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 have started 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 finding solutions to 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.

Currently, TT is looking for a dynamic, creative and professional candidate to fill the position of Project Officer, Youth Initiatives to join its team.

This is an exciting opportunity for a highly motivated and conscientious candidate combining strategic thinking, partnership and communications skills to shape TI/TT's work in Vietnam in one of the key areas of our strategic plan. The position offers exciting opportunities for learning and development, including in the international context.

Position Title	Youth Integrity Officer
Responsibilities	<ul style="list-style-type: none"> • Lead the development and implementation of TI/TT's youth awareness raising and engagement activities, in particular by: <ul style="list-style-type: none"> - Fostering strong project collaboration with existing and new partner organisations, especially civil society organisations, media organisations and universities - Developing and implementing youth focused awareness raising initiatives, in partnership with others - Engaging and networking with other organisations and individuals promoting youth integrity. • Lead the development of creative communications products and approaches • Induct and manage project volunteers and other part-time contributors to TT's youth-related work • Facilitate outreach to and engagement of young people in TT's thematic projects (e.g. business integrity, forestry sector work) • Collaborate with the People Engagement Officer and other TT teams to ensure that youth-related issues are taken up in TT's wider advocacy work with key stakeholders. • To monitor and evaluate effectiveness of youth integrity activities, and propose continuous improvements • To contribute to the wider programmatic and organizational priorities and learning, in particular by strengthening links between youth engagement activities and other programme areas • To perform other key organisational tasks as assigned by the line manager
Reporting line	To Deputy Executive Director (International)
Job Requirements	<p><i>Skills and qualifications:</i></p> <ul style="list-style-type: none"> • University Degree in, Social Sciences, Communications , or other relevant fields • 5 years of relevant and practical work experience, ideally in an NGO environment • Experience developing and managing youth awareness raising and engagement activities in a civil society context is a distinct advantage • Project development and implementation experience • Good understanding of and interest in using social media and other creative

	<p>communication channels and materials to promote awareness and behavior change.</p> <ul style="list-style-type: none"> • Excellent English and Vietnamese skills (written and spoken) • Strong IT and computer skills • Ability and willingness to travel as required for the position (nationally and internationally) <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 • Strong interest in and ability to engage young people • Open-mindedness, and an ability to learn and apply new concepts quickly • Strong ability to build strong interpersonal relationships, and commitment to team-work • Commitment to continuous improvement and achieving quality
Gross Annual Salary package	<p>276,000,000 VND – 342,000,000 VND depending on experience. The package is:</p> <ul style="list-style-type: none"> - inclusive of Social Insurance, Health Insurance and Unemployment Insurance contributed and PIT paid by employee - exclusive of Social Insurance, Health Insurance and Unemployment Insurance contributed by employer
Deadline and application details	<p>Interested candidates should send their application (motivation letter, CV and contact details of 3 references) in English to job_youthofficer@towardstransparency.vn The closing date for applications is 5 January 2014</p>