Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the fields on Mine Action and Development. NPA Vietnam Program is primarily based on Mine Action and it supports a project in Hue and two projects in Quang Tri. We are seeking for a qualified Vietnamese national applicant for the position of **Data Processing Officer** for the Mine Action Database Management Unit Project (DBU Project) based in Dong Ha City, Quang Tri province.

General responsibilities

Data Processing Officer is responsible for processing all available data at DBU Project, converting data among IMSMA and other database tools or applications to meet the specific requirements of centralizing data in and providing data and information out or publishing reports and analyses. He/she is responsible for managing, updating and developing DBU Project Website. Furthermore the Data Processing Officer will ensure the consistency and accuracy of the flow of Data, Information, Reports and Analyses related to DBU Project.

Specific duties

- Have the day to day responsibility for processing data and information in the database unit, from other formats or applications into compatible formats for IMSMA; or from IMSMA into other formats (tables, pictures, printed copies, package of data, charts, graphics…)

- Have responsibility for the field work and data process in collecting historical data to meet the qualifications to be centralized into IMSMA

- Have responsibility for managing and updating project website (*in both English and Vietnamese*) periodically

- Have responsibility for developing and modifying the project website in an effective and informative manner.

- Create or process graphics/pictures for presenting in reports, analyses, website and other published materials of DBU Project.

- Have responsibility for desktop designs of all project published materials (reports, booklets, hand-outs, envelops, folders, signs...)

- Create and provide reports or analysis from the available data at DBU Office, at requests of DBUM or DBU PMU to support Mine Action Coordination in Quang Tri Province

- Have responsibility for translation/interpretation at special events or at requests

Requirements

- A minimum of College Degree in Computing, Informatics and Information Technology (or equivalent certificate of Intermediate or Upper-Intermediate Level)

- A University or College Degree of English as foreign language or Certificate of IELTS 6.0, or TOEFL IBT 80 or TOEIC 650

- Experience in processing data among database tools/applications for at least 01 year

- Experience translating, interpreting and making reports

- Experience in graphics applications and desktop designs of documents and materials
- Have creativity and imagination
- Be adaptable and able to pick up new techniques
- Have good interpersonal and communication skills

Interested candidates are requested to submit a CV and a cover letter to NPA via e-mail address to hoangh@npaid.org . The closing date for applications is **June 25th, 2014 at 5 pm** with a start date as soon as possible. Only short-listed candidates will be notified.