



Term of Reference

WEB DESIGNER/DEVELOPER

Spark Center for Social Entrepreneurship Development (Spark Center) is a non-governmental organization, registered as a member of the Viet Nam Union of Science and Technology Associations (VUSTA). Spark activities focus on the promotion of sustainable business solutions addressing social and environment issues.

We are looking for an enthusiastic local consultant to support Spark in upgrading website and its related work. The local consultant will perform the following task:

I. Key duties & responsibilities

- Design and develop Spark's website
- Provide advice on the data/information system and basic network functions and file restoration.
- Provide back stopping service to Spark to ensure safe and efficient functioning of its network.

II. Requirements

- Demonstrate skills and experience in web applications
- Knowledge and practical experience in graphic designing and slicing/programming (Adobe Photoshop, Adobe Illustrator, etc.), HTML/CSS page creation, etc.
- Experience in information management
- Good analytical ability
- Creative, able to work independently

Interested candidates are invited to send CV and letter of interest to email: ngoccth@spark.org.vn (Ms. Ngoc) by the deadline August 7th, 2014.