

## Project Officer Community-Based Tourism

HELNETAS Swiss Intercooperation is one of the most experienced and largest development organisations in Switzerland. As a politically and denominationally neutral association, HELNETAS Swiss Intercooperation is supported by over 100,000 members and sponsors, as well as 12 regional groups of volunteers. Active in 32 countries, HELNETAS Swiss Intercooperation has been working in Vietnam since 1994.

We are looking for 01 **Project Officer** based in Ha Noi with frequent travels to provinces. The project officer will work under the supervision of the Manager of Community-Based Tourism (CBT) project in close collaboration of other members in the Project Management Board. She/he will be responsible for the professional and timely implementation of the project activities to achieve the set outputs and outcomes. The main responsibility of the Project Officer is to focus on conceptual work, linking local communities with tour operators and providing advisory services to local communities in doing CBT business.

### Responsibilities

- Collaborate with tour operators to select farmers to participate in the project and support them to formulate farmers groups;
- Provide and facilitate technical support to farmers, farmers groups and communities in the organisation of CBT;
- Prepare logistics and facilitate trainings for farmers groups, communities, and act as a master trainer (Training of Trainer) in her/his areas of competencies where relevant;
- Proactively facilitate the linkage between the tour operators, the farmer organizations, the provinces and other partners;
- Identify market linkages and market opportunities in domestic and international markets;
- Develop terms of reference for local and international consultants supervise the consultants throughout the implementation of their assignments;
- Raise awareness of local stakeholders on CBT: social responsibilities, fair benefit sharings, etc.
- Assist in the identification of business opportunities with local partners towards further strengthening and expansion of their services;
- Actively participate in the plannings with the project manager, with the targeted communities, tour operators and local authorities;
- Regularly update the progress of implementation of project through the set Monitoring and Evaluation system; and keep the project manager and project partners updated on the progress. Facilitate dissemination of 'best practices' and provide lessons learned to 'policy dialogue' at district and provincial levels;

### Required qualifications

- Bachelor or Master Degree in relevant field (i.e. Tourism, Development Studies, etc.)
- Minimal 5 years of professional working experience in tourism industry, value chains, trade promotion
- Excellent communication and facilitation/visualizing skills (including writing skill for different target groups).
- Team oriented spirit with inter-personal and cross-cultural communication skills and outcome oriented spirit.
- Good command of Vietnamese and English.

Interested candidates should send applications (CV plus motivation letters and copies of diplomas) to Ms Nguyen Tu Anh, Human Resource Manager: [nguyen.tuanh@helvetas.org](mailto:nguyen.tuanh@helvetas.org), or post to HELNETAS Swiss Intercooperation 298F Kim Ma Street, Hanoi by **15 August 2014**. Only short listed candidates will be contacted.