



## JOB ASSIGNMENT

<b>Job assignment</b>	Coordinating development effectiveness working area of MSD
<b>Job title</b>	Development Effectiveness Manager (DE manager)
<b>Expected time to start</b>	From Feb 2015
<b>Grade</b>	2-3 (in the grade level of MSD)
<b>Venue</b>	Hanoi with some travel to Hue, Danang and Hochiminh city

### A. BACKGROUND

Research Center for Management and Sustainable Development (MSD) is a Vietnamese non-government organization under Vietnam Union of Science and Technology Association, according to the decision number: 216/QĐ-LHH on March 05, 2008.

#### MISSION

The mission of MSD is to create a strong and effective NGO and civil society sector to effectively respond and protect the needs of Vietnamese community.

#### AREAS OF STRATEGIC FOCUSES 2013 - 2018:

- 1. Enhancing development effectiveness for CSOs** through (i) raise awareness for CSOs and other stakeholders on development effectiveness; and (ii) build capacity and promote CSOs' good practice on development effectiveness and transparency and mutual accountability and resource mobilization;
- 2. Contributing to improve enabling policy environment for CSO development** through (i) build capacity of policy advocacy for CSOs and other stakeholders; (ii) network CSOs and connect them with other stakeholders; and (iii) implement and support other CSOs in policy advocacy processes.;
- 3. Contributing to human right promotion and protection** through (i) promote human rights education for all; (ii) advocate for improved legal framework for rights implementation; and (iii) empower the rights implementation process for vulnerable groups of disadvantaged children, street and migrant groups and people with disabilities.

Currently, MSD is running the program of “**Empowering CSOs**” focusing on (i) inspiring culture of transparency and accountability for CSOs”; (ii) organizing “Vietnam NGO Awards on Transparency and Accountability and Resource Mobilization” and (iii) empowering and advocating for an enabling environment for CSO Development Effectiveness from 2015 – 2017.

*To support MSD team to achieve the best results, we are in need of a DE manager to support the organization to manage the relating part of the project, mobilize resources and do communication works for the working area and MSD in general.*

### B. ASSIGNMENT REQUESTS



1. **Assignment purpose:** to provide effective coordination of Development Effectiveness working area as the development strategy of MSD in 2014 – 2018 (focusing on CSO-TAI strategy).

2. **Working location:** mainly in Hanoi, some travels to Hue, Da Nang, Hochiminh city, and some other countries when assigned.

3. **Job assigned manager and technical supporter:** direct report to and be supported/coached by executive director of MSD. The alternative manager when DE manager is out of the country is MSD'S CEO.

**4. Main responsibilities:**

- Strategic Leadership: Support executive director in coordinating and implementing MSD's and DE strategy (focusing on CSO-TAI<sup>1</sup> strategy), ensure that they are appropriate and delivered;
- Management and operation: Coordinating the implementation of projects/programs relating to DE working areas throughout project/program management cycle (design, develop plan, coordinating the implementation, monitoring and evaluation);
- Support resource mobilization for MSD;
- Provide support in Action for CSO Development Alliance (CSA Vietnam) coordination.

5. **Work plan:** workplan of MSD strategy and DE projects

**6. Travel:**

This assignment requires travel to Hue, Danang and Hochiminh city and other provinces when the project activities happened there or CSA Vietnam members organize activities and invite or need supports. The travel fee and per diem will under MSD's cost norm system.

**7. Reporting and job performance appraisal:**

- **Reporting:** The DE manager will self prepare his/her workplan and direct report to executive director on monthly basis his/her workplan and the level of completion on the standard worksheet form of MSD (account access will be provided by DE manager); In addition to the monthly report, the half year and final year report will be required. The report form will also be provided;
- **Job performance appraisal:** The job performance appraisal will be conducted per 6 months as the appraisal system of MSD in alignment with this job assignment.

**8. Benefits:**

- Play as the key role in the campaigns of "Empowerin CSOs" and key role in MSD with high potential of motivation to become vice director;
- Working in the professional and healthy environment of MSD;
- Competitive and transparent motivation and salary mechanism – this assignment is in grade 2-3;
- Learning and coaching opportunities with other MSD managers, leaders and experts;
- National and international learning or workshop participation opportunities in relating topics.

## C. QUALIFICATION REQUIREMENTS

<sup>1</sup> CSO-TAI introduction is in Annex 2



- Knowledge: Bachelor's Degree (Master or higher level is preferred) in major relating to Strategy, Management, Communication and Networking or Social work; Knowledge on CSOs: the environment for development, competency.
- Skills: Have a leadership skill. Fluent in English in all 4 skills of reading, writing, listening and speaking; Good communication skill, computer skills;
- Working attitude: Creative, determined, results-oriented, self-management, ready to learn and to share

#### D. APPLICATION

Interested candidates should send their CVs and resume to email: [transparency@msdvietnam.org](mailto:transparency@msdvietnam.org), cc Ms. Linh Nguyen: [linhnguyen@msdvietnam.org](mailto:linhnguyen@msdvietnam.org) with subject of “**DE manager\_(name of applicant)**” (e.g: “DE manager\_ Trang Hoang”) as soon as possible and before Feb 25<sup>th</sup> 2015. We will scan application and contact directly with appropriate candidate(s) from this job announcement is released on first come first serve basis.





## ANNEX 1: MSD INTRODUCTION

Research Center for Management and Sustainable Development (MSD) is a Vietnamese non-government organization under Vietnam Union of Science and Technology Association, according to the decision number: 216/QĐ-LHH on March 05, 2008. The mission is to create a strong and effective civil society sector, effectively respond and protect the rights of vulnerable community in Vietnam. The vision of MSD is a leading Vietnamese organization in building capacity and advocating for Vietnamese CSOs and in providing professional support to vulnerable community toward development effectiveness. It achieves its mission and vision through taking efforts in (i) Enhancing development effectiveness for CSOs, focus on organizational development, promoting transparency and accountability and resource mobilization; (ii) Contributing to improve enabling environment for CSOs development by building capacity of policy advocacy for CSOs and stakeholders and networking to implement advocacy campaign for open government and enabling environment; (iii) contributes to human right promotion and protection through improving awareness, provide qualified services and advocating for the rights of women, children, migrant and street and people with disabilities.

*MSD is recognized as a leading organization in coordinating, supporting and providing services for CSOs in Vietnam in promoting Development Effectiveness, Transparency and Mutual Accountability, Policy advocacy, & Resource Mobilization through its methodology of Inspiring Culture – Organizational development (ODIC) methodology. It is also a professional organization effectively responding to the needs and protect the rights of disadvantaged communities through human right education and implementing projects relating to disadvantaged children, especially street and sexual abused children, women, street and migrant groups and people with disabilities (PWD) in Vietnam. They made differences and initiatives in their entire program to make them unique and effective.*

*It is now the national coordinator of Action for CSO Development Alliance – Vietnam (CSA Vietnam) which is the alliance of nearly 100 CSOs throughout Vietnam focusing in CSO empowerment and advocacy for enabling environment for CSO's development. It also hosts the CSO initiatives on Promoting transparency and accountability (CSO-TAI) to promote transparency and accountability for CSOs in Vietnam. It also created the network of Child Sexual Abuse prevention with hundred of members.*

*MSD has experience to work with diverse development experience working with and empowering more than 300 local CSOs (including NGOs, Associations, CBOs, etc.) through Vietnam in different sectors of environment protection, HIV/AIDS, micro-finance, people with disabilities, agro-forestry, climate change, information and technology, women and children, gender, etc.) It has worked throughout Vietnam, mainly in Hanoi, Hue, Khanh Hoa, Hochiminh city and many other provinces like Nam Dinh, Halong, Ha Nam, Ha Tinh, Nghe An, Can Tho, Vung Tau, etc. It also has experience of working with different government agencies and different donors of USAID, Irish Aid, United Nations Democracy Fund, United Nations Youth Fund, Justice Initiative Facilitation Fund, Canada Embassy, DANIDA, World Bank, etc.*

## ANNEX 2: ABOUT CSO-TAI – CSO initiatives on promoting transparency and mutual accountability

CSO –TAI is an initiative of MSD and partners to inspire and promote initiatives and practice of CSOs in transparency and accountability implementation. CSO-TAI is a networking mechanism of CSOs who voluntarily commit with practicing and promoting transparency and mutual accountability practice (TAP) and consider it as a principle for development effectiveness.



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CSO-TAI operates on the basis of voluntary, self-management, self-finance and independency, which is owned by CSOs. It is currently get the financial supports from Irish Aid under the project “Promoting Development Effectiveness for Vietnamese civil society organization in transparency and mutual accountability”

CSO-TAI’s components includes:

- (1) Capacity building program for CSOs and stakeholders on promoting TAP
- (2) A knowledge hub
- (3) Code of Transparency and Mutual Accountability for CSOs (TAP Code)
- (4) Evaluation and certificate system for CSOs with good TAP (TAP Cert) and database of certificated CSOs
- (5) NGO Awards for CSOs with best TAP
- (6) Advocacy for transparent enabling environment for CSO development

More information of CSO-TAI at [www.tai.org.vn](http://www.tai.org.vn) or [www.msdvietnam.org](http://www.msdvietnam.org)

Contact: MSD, [transparencypro@msdvietnam.org](mailto:transparencypro@msdvietnam.org)

