

JOB DESCRIPTION

Programme Support Officer

Job title: Programme Support Officer
Location: Hanoi
Starting Date: ASAP
Position Type: Vietnamese national post, full-time (5 working days/week).
Contract duration: Until 31 Dec 2015, with a possible 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.

TT has been supporting and coordinating TI' activities in Vietnam, within the previous TI Vietnam 2009 – 2012 programme on “Strengthening anti-corruption demand from government, private sector and society” and the current TI Vietnam 2013 – 2015 on “Contributing to effective implementation of anti-corruption policies and practice in government, business and society.”

Currently TT is looking for a **programme support officer** to support Component B - Public Sector Integrity, Diagnosis & Solutions and Component C - People and Youth Engagement of the TI Vietnam Programme 2013-2015.

Responsibilities	<ul style="list-style-type: none"> ❖ Support advocacy work ❖ Support in coordinating a legal aid project and working with local partners ❖ Provide technical and administrative support for a local government transparency project, including participating in the field trips to the project site when requested ❖ Provide interpretation and translation when requested ❖ Support other work when requested by line manager
People management responsibility	None

Budget management responsibility	None
Reporting line	Senior Programme Officer – Research and Policy
Job Requirements	<p>Skills and requirements:</p> <ul style="list-style-type: none"> • Degree in Law or Public Administration • Sound knowledge of Vietnam's legal framework on anti-corruption OR knowledge and experience of one-stop-shop and investment procedures is a distinct advantage • At least 1 - 3 years assisting advocacy and/or project implementation and management work • Close attention to detail • Good writing, translation and communication skills (English and Vietnamese) • Proficiency in standard office software packages, especially MS Word, Power Point and Excel <p>Personal qualities:</p> <ul style="list-style-type: none"> • Strong and demonstrated interest in and commitment to anti-corruption • A reputation for and commitment to integrity and honesty • Ability to work both independently and in a team • Patience and diligence • Comfortable working to tight deadlines at a high level of quality
Compensation	Ranging from 10 to 18 million VND (gross) depending on experience.
Deadline and application details	Interested candidates should send a motivation letter, CV and contact details for 2 references in English to job_at_TT@towardstransparency.vn Applications should be submitted by 5PM, 14 th September 2015.