

JOB DESCRIPTION

Programme Officer, Law and Advocacy

Job title:	Programme Officer, Law and Advocacy
Location:	Hanoi
Starting Date:	Jan. 2016
Job Summary:	This position will play a critical role in supporting the development and implementation of TT's advocacy activities as well as coordinating the implementation of some innovative approaches in fighting corruption under the TI Vietnam Programme, including the Transparent Town and ALAC projects. The ideal candidate will bring strong project coordination skills, advocacy knowledge or experience and a good understanding of Vietnam's legal and political system.
Reporting to:	Programme Manager, Law and Advocacy
Position Type:	Vietnamese national post, full-time (5 working days/week).
Contract duration:	Initial one year with potential extension subject to funding and performance

Background Information

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 (TI-S) is based in Berlin, Germany.

Towards Transparency (TT) was established in November 2008 as a Vietnamese non-profit and non-state consulting company. In March 2009, TT became the National Contact of TI in Vietnam and since then has been supporting the TI-S in designing and executing TI Vietnam Programmes 2009-2012, 2013-2015 and the upcoming 2016-2018. TI/TT's activities are aimed to contribute to effective implementation of anti-corruption policies and practice in the public sector, private sector and society towards reducing corruption in the country.

According to the TI Vietnam Strategy 2016- 2020, TI/TT will continue its work to help improve anti-corruption laws and policies and their implementation in Vietnam through evidence-based advocacy. We will also continue implementing some innovative solutions in fighting corruption, including a project to enhance transparency in selected state management areas at the provincial level (Transparent Town) and another project to support victims and witnesses of corruption, contributing to encouraging the whistleblowing of corruption called [Advocacy and Legal Advice Centre \(ALAC\)](#).

Currently TT is looking for a **Programme Officer, Law and Advocacy**. This position will support the Programme Manager, Law and Advocacy in delivering successfully advocacy tasks which cover key international and national anti-corruption legislation, particularly the United Nations Convention against Corruption (UNCAC), the Anti-Corruption Law and the Law on Access to Information; and managing effectively Transparent Town and ALAC projects.

This position requires a candidate with comprehensive knowledge of the national legal and political systems, and project management skills. He/she is also expected to have some advocacy knowledge and/or experiences. The position offers various opportunities to engage with external stakeholders, including the government and non-government organisations as well as academia. It also provides an exciting opportunity for the right candidate to make a significant contribution to the success of TI/TT's work in Vietnam.

Position Title	Programme Officer, Law and Advocacy
Responsibilities	<ul style="list-style-type: none"> • Contribute to the development and implementation of advocacy activities under the TI Vietnam Programme; • Support Programme Manager in the implementation of the ALAC project, including maintaining the project partnership; coordinating with the partner in managing the project budget; coordinating with the project staff in delivering the project activities; and managing the project's MEL framework; • Support Programme Manager in the implementation of the Transparent Town project, including maintaining the project partnership and organizing the implementation of project activities; recruiting and managing consultants; and managing the project's MEL framework; • Follow up regularly with the key developments in the national laws, policies and institutions related to anti-corruption and provide update on these issues when required; • Perform other administrative tasks including interpretation/translation and logistical preparation as assigned by the line manager; • Contribute to the successful delivery of the TI Vietnam Programme through other organisational tasks as assigned by the line manager.
People management responsibility	No <i>But this position is expected to work closely with the project and partners' staff and engage with various government and non-government stakeholders.</i>
Budget management responsibility	No <i>But the position-holder is expected to support the Programme Manager in managing budgets of relevant project and programme activities.</i>
Reporting line	To Programme Manager, Law and Advocacy

Job Requirements	<p><i>Skills and requirements:</i></p> <ul style="list-style-type: none"> • A legal background, i.e. holding a law degree or having substantive law-related work experience; knowledge and experiences of public administration reform and local governance in Vietnam is a plus; • Experience with or knowledge of advocacy; • Proven partnership/project management experience; • At least 3 years of relevant work experience, preferably in NGO environment or donor-funded programmes/projects; • Good insight and knowledge on legal and policy issues in Vietnam • Familiarity with citizen empowerment and legal aid approaches is a strong advantage; • Excellent communication skills and good writing, interpretation/translation skills (both in English and Vietnamese) is a strong advantage; • Proficiency in standard office software packages, especially MS Word, PowerPoint and Excel. <p><i>Personal qualities:</i></p> <ul style="list-style-type: none"> • Demonstrated interest and commitment to anti-corruption • A reputation for and commitment to personal integrity and honesty • Capacity to make sound assessments; critical thinking and problem-solving capacity • Open-mindedness, and an ability to learn and apply new concepts quickly • Ability to build strong interpersonal relationships and partnerships • Commitment to continuous improvement and achieving quality • A team player with strong interpersonal, inter-cultural and communication skills • Ability and willingness to travel domestically and, on occasion, internationally
Gross Annual Benefit package	<p>240,000,000 VND – 280.000.000 VND</p> <p>The package is:</p> <ul style="list-style-type: none"> - inclusive of Social Insurance, Health Insurance and Unemployment Insurance contributed as well as personal income tax (PIT) paid by the employee - exclusive of Social Insurance, Health Insurance and Unemployment Insurance contributed by the employer
Deadline and application details	<p>Interested candidates should send their application (<i>including motivation letter, updated CV and contact details of 3 references</i>) in English to job_prog.officer@towardstransparency.vn</p> <p>The application should be sent as attachment (s) and clearly marked “Programme Officer, Law and Advocacy” in the email title.</p> <p>The closing date for applications is 24th November 2015</p> <p>Only shortlisted candidates will be notified.</p>