



Floor 12B - Machinco Building  
444 Hoang Hoa Tham  
Tay Ho - Hanoi

**Tel** + 84 - 4 - 3715 3532  
**Fax** + 84 - 4 - 3715 3443  
**Email** info@towardstransparency.vn

## JOB DESCRIPTION

### Senior Programme Officer, Business Integrity

**Job title:** Senior Programme Officer, Business Integrity  
**Location:** Ho Chi Minh City  
**Starting Date:** Jan. 2016  
**Job Summary:** Lead projects to support stakeholders including business associations, companies and students to collectively promote integrity in doing business in Vietnam.  
**Reporting to:** Programme Manager, Business Integrity  
**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.

Currently TT is looking for a **Senior Programme Officer, Business Integrity**. This position will work as focal point to support and coordinate projects with existing and new partners, including the Vietnam Business Forum (VBF) Governance & Integrity Working Group, foreign chambers of commerce, Saigon Hi-tech Park (SHTP), individual companies and universities. He/she will contribute ideas and knowledge as the leading Business Integrity team member responsible to deliver a key research

report on corporate transparency (namely TRAC). A key part of this role is also to technically support TT's Youth Engagement campaigns and events that are integrated with business integrity initiatives.

TT welcomes candidates with practical knowledge and experience in business related areas such as compliance, sales, marketing, purchasing, or general business management. The role offers various opportunities to engage with external stakeholders, including in the public sector, the private sector and civil society. It also provides an exciting opportunity for the right candidate to make a significant contribution to the TI Vietnam Programme and to develop in line with the success of TI/TT's work in Vietnam.

<b>Position Title</b>	<b>Senior Programme Officer, Business Integrity</b>
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Lead certain project components of TT's Business Integrity work, including: <ul style="list-style-type: none"> <li>• Work with Vietnam Business Forum's Governance &amp; Integrity Working Group (VBF GIWG), foreign chambers of commerce and companies who are member of the VBF GIWG to implement its agenda to promote transparency and integrity and enhance the level playing field for doing business in Vietnam.</li> <li>• Serve as TT's contact point to work with Saigon Hi-tech Park (SHTP) and a group of advanced companies in SHTP proactively promoting integrity through the project "Collective action on promoting business integrity in SHTP" and oversee the delivery of project activities.</li> <li>• Work with TT's Youth Engagement team in Ho Chi Minh City to contribute technical inputs in organising events, training on integrity for Youth in connection with companies who wish to collaborate with universities to influence students on the importance of integrity and international business standards.</li> </ul> </li> <li>2. Contribute relevant business knowledge to TT's research on Corporate Transparency (TRAC)</li> <li>3. Contribute to the successful delivery of the TI Vietnam Programme through other organisational tasks as assigned by the line manager.</li> </ol>
<b>People management responsibility</b>	<p>No</p> <p><i>This position will work closely with the Programme Manager, Business Integrity and Business Integrity Officer. He/she will collaborate with TT's thematic teams, including Youth integrity, Public Sector Integrity and Advocacy. He/she will also manage relationships with various government and non-government stakeholders.</i></p>
<b>Budget management responsibility</b>	<p>Yes</p> <p><i>The position-holder will be responsible for the management of budgets relating to a number of programme activities under his/her responsibilities</i></p>
<b>Reporting line</b>	To <b>Programme Manager, Business Integrity</b>

<b>Job Requirements</b>	<p><i>Skills and requirements:</i></p> <ul style="list-style-type: none"> <li>• A business background, i.e. holding an economic, business-related degree or having substantive business-related work experience, preferably with multinational companies;</li> <li>• At least 10 years of practical experience in business operation e.g. sales, marketing, purchasing, HR, compliance with at least 3 years at managerial level.</li> <li>• Existing networks with business partners particularly FDI companies, companies connected to international supply chains, as well as business associations/umbrella organisations.</li> <li>• Proven networking skills, particularly with expatriate business leaders and experts</li> <li>• Good insight and knowledge on private sector development and emerging issues in Vietnam</li> <li>• Proven partnership/project management experience</li> <li>• Excellent relational skills and the ability to represent the organisation in various forums to build productive alliances and partnerships;</li> <li>• Excellent communication skills (English and Vietnamese)</li> <li>• Proficiency in standard office software packages, especially MS Word, PowerPoint and Excel</li> </ul> <p><i>Personal qualities:</i></p> <ul style="list-style-type: none"> <li>• Demonstrated interest and commitment to anti-corruption</li> <li>• A reputation for and commitment to personal integrity and honesty</li> <li>• Capacity to make sound assessments; critical thinking and problem-solving capacity</li> <li>• Open-mindedness, and an ability to learn and apply new concepts quickly</li> <li>• Ability to build strong interpersonal relationships and partnerships</li> <li>• Commitment to continuous improvement and achieving quality</li> <li>• A team player with strong interpersonal, inter-cultural and communication skills</li> <li>• Ability and willingness to travel domestically and, on occasion, internationally</li> </ul>
<b>Gross Annual Benefit package</b>	<p>500.000.000 VND – 570.000.000 VND depending on experience and qualification</p> <p>The package is:</p> <ul style="list-style-type: none"> <li>- inclusive of Social Insurance, Health Insurance and Unemployment Insurance contributed as well as personal income tax (PIT) paid by the employee</li> <li>- exclusive of Social Insurance, Health Insurance and Unemployment Insurance contributed by the employer</li> </ul>
<b>Deadline and application details</b>	<p>Interested candidates should send their application (<i>including motivation letter, updated CV and contact details of 3 references</i>) in English to <a href="mailto:job_senior.prog.officer@towardstransparency.vn">job_senior.prog.officer@towardstransparency.vn</a></p> <p><b>The application should be sent as attachment (s) and clearly marked “Senior Programme Officer, Business Integrity” in the email title.</b></p> <p>The closing date for applications is <b>23<sup>th</sup> November 2015</b></p> <p>Only shortlisted candidates will be notified.</p>