

JOB DESCRIPTION

Programme Coordinator

Job title:	Programme Coordinator
Location:	Hanoi, Vietnam
Starting date:	ASAP
Job summary:	This position will play a key role in the delivery of TI/TT's programme activities in Vietnam through coordinating the donor reporting process and strengthening the organisational monitoring, evaluation and learning (MEL) system as well as coordinating a number of research projects.
Reporting to:	Executive Director
Position type:	Vietnamese or foreigner, 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 Transparency International (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 **Programme Coordinator** to take charge of coordinating the donor reporting process to produce biannual donor reports, coordinating a number of organisational research projects as well as managing and strengthening the organisational MEL system. It 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 Coordinator
Responsibilities	<p>Donor reporting, relations and MEL:</p> <ul style="list-style-type: none"> • Coordinate the donor reporting process to produce periodical donor reports; • Support the Management Team in donor relations by promoting the TI Vietnam Programme to donors, development partners and interested stakeholders; • Manage and strengthen the MEL framework and system of the TI Vietnam programme 2016-2018 and contribute to the development of MEL frameworks for the Programme's projects; <p>Research coordination:</p> <ul style="list-style-type: none"> • Coordinate TT's participation in TI's Global Corruption Barometer survey in order to produce Vietnam country report; • Support the Management Team in managing and implementing a number of studies on corruption-related issues, when assigned.
Reporting line	To the Executive Director
Job Requirements	<p><i>Skills and qualifications:</i></p> <ul style="list-style-type: none"> • University or higher degree in Social Science, Development Studies or another relevant field; • At least 5 years of relevant experience, ideally in an NGO environment • Demonstrated experience in project coordination and/or management • Experience of writing donor reports and/or study reports • Strong analytical skills • Excellent communication and writing skills. <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 • Strong ability to build strong interpersonal relationships, and commitment to team-work • Capacity to work under high pressure with tight deadlines and handle multi tasks • Commitment to continuous improvement and achieving quality
Gross Annual Salary package	<p>435,000,000 VND – 570,000,000 VND depending on experience and qualification.</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. <p><i>In case an expat is selected for this position, the benefit package will include an additional amount of maximum 5,000,000 VND as house rental support.</i></p>
Deadline and application details	<p>Interested candidates should send their motivation letter, CV and contact details of 3 references in English to job_prog.coordinator@towardstransparency.vn</p> <p>The application should be sent as attachment(s) and clearly marked "Programme Coordinator" in the email title.</p> <p>The closing date for applications is 20th January 2016. Only shortlisted candidates will be notified.</p>