

## **JOB DESCRIPTION**

### **Project Coordinator, Law and Advocacy**

**Job title:** Project Coordinator, Law and Advocacy  
**Location:** Hanoi  
**Starting Date:** As soon as possible, 2018  
**Job Summary:** This position will be primarily responsible for implementing the project “Strengthening the engagement of non-state actors in Anti-corruption legislation process in Vietnam”. The ideal candidate will have a strong legal background, project management skills, advocacy experience and especially a good knowledge of Vietnam’s anti-corruption legislation.  
**Reporting to:** Executive Director  
**Position Type:** Vietnamese national post, part-time (60% of FT)  
**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 its Strategy 2016-2020. 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.

The project “Strengthening the engagement of non-state actors in Anti-corruption legislation process in Vietnam” is formulated as an integral part of the TI Vietnam Strategy 2016-2020. It contributes to the following goal of the strategy: *Anti-corruption legislation reflects international standards with consistent and effective enforcement*. The project’s outputs will on one hand contribute to improving the amended Anti-Corruption (AC) Law under revision, while on the other hand strengthen TT’s policy advocacy impacts in the area of AC legislation in Vietnam. The project, in particular, aims to enhance the voice and role of non-state actors (i.e. civil society organizations and businesses) in the AC Law and to advocate for the amended AC law to be passed with the satisfactory incorporation of TT’s technical inputs.

Currently, TT is looking for a Project Coordinator, Law and Advocacy. The position holder’s areas of work will cover key international and national anti-corruption legislations, particularly the United Nations Convention Against Corruption (UNCAC), the existing Anti-Corruption Law and its amended draft, and the Law on Access to Information. However, in the first year, s/he will implement and coordinate the components of the project with a special focus on delivery of TT’s planned technical inputs to support the government in finalization of the amended Anti-corruption Law draft, expected to be passed by National Assembly in October 2018.

This position requires a candidate with strong knowledge of the national legal systems and Anti-corruption legislative framework, advocacy experiences and project management skills. The position offers various opportunities to engage with external stakeholders, including the government and non-government organisations, academia as well as businesses. It also provides an exciting opportunity for the most suitable candidate to make a significant contribution to the success of TI/TT’s work in Vietnam.

<b>Position Title</b>	<b>Project Coordinator, Law and Advocacy</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead the implementation of the Project, including engaging with state agencies, civil society and businesses for consultation for the improvement of the existing AC law draft, being a focal point to receive inputs from these stakeholders and managing the project partnership;</li> <li>• Recruit and manage external consultants, engage closely with them to secure the project quality and outputs;</li> <li>• Monitor and provide update on key developments in the national laws, policies and institutions related to anti-corruption;</li> <li>• Contribute to fundraising through identifying funding opportunities and providing technical inputs for development of project proposals; managing the project's MEL framework and monitoring the overall delivery of project activities;</li> <li>• Contribute to the successful delivery of the TI Vietnam Strategy 2016-2020 through other organisational tasks as assigned by the line manager.</li> </ul>
<b>People management responsibility</b>	<i>The holder of this position is expected to work closely with the Senior Programme Officer of TT. He/she will also manage relationships with various government and non-government stakeholders.</i>
<b>Budget management responsibility</b>	Yes <i>The position-holder will be responsible for the management of budgets relating to the programme activities under his/her responsibility.</i>
<b>Reporting line</b>	To Executive Director
<b>Job Requirements</b>	<p><i>Skills and requirements:</i></p> <ul style="list-style-type: none"> <li>• A legal background (e.g. holding a Master's degree in Law, political science, or other relevant disciplines)</li> <li>• At least 5 years of work experience in law/legal issues, preferably in NGO environment or donor-funded programmes/projects;</li> <li>• Good knowledge of anti-corruption issues in Vietnam</li> <li>• Experience with policy advocacy</li> <li>• Proven partnership/project management experience</li> <li>• Experience in multi-stakeholders' engagement and consultation will be a strong advantage</li> <li>• Strong writing skills (both in English and Vietnamese)</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>• Ability and willingness to travel domestically and, on occasion, internationally</li> </ul>
<b>Gross Annual Benefit package (60% of FT)</b>	252,000,000 VND – 360,000,000 VND The package is: - 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
<b>Deadline and application details</b>	Interested candidates should send their application in English (motivation letter, CV and contact details of 3 references) to: <a href="mailto:hr@towardstransparency.vn">hr@towardstransparency.vn</a> <b>The application should be clearly marked "Project Coordinator, Law and Advocacy" in the email title.</b> The closing date for applications is by 17:00 Monday 19 <sup>th</sup> March 2018 <b>Only shortlisted candidates will be notified.</b>