



WORLD UNIVERSITY SERVICE OF CANADA

Position Description

Position title: Program Officer

Position location: Hanoi Vietnam

Reports to: WUSC Vietnam Country Coordinator

Contract term: 1 year (with possibility of extension)

Start Date: August/September

World University Service of Canada (WUSC) is a Canadian non-profit organization that works to create opportunities for education, employment and empowerment for underprivileged youth and women worldwide. WUSC is currently managing the Uniterria Program in Vietnam, funded by the Global Affairs of Canada (GAC). Uniterria is a volunteer cooperation and international development program that strengthens organizations and networks by pooling expertise and knowledge and contributes to improving the socio-economic conditions of local communities in 14 countries in Africa, Latin America, the Caribbean and Asia. Uniterria supports the development of inclusive market systems in order to address the root causes of market failure and to facilitate systemic changes. Uniterria prioritizes local ownership of results through working in partnership with strategically placed local partners to improve the quality and relevance of services, and facilitate access to economic opportunities for women and youth.

Role and Responsibilities:

Reporting to WUSC Vietnam Country Coordinator, the Program Officer shall cover the following roles:

Volunteer mobilization and support

- Support partners in identifying areas where they need support and assist them in translating the identified needs into realistic volunteer mandates.
- In collaboration with local partners and other WUSC Vietnam staff to implement procedures to support volunteers upon their arrival in Vietnam and for their entire stay in country.
- Organize appropriate training/orientation sessions, taking into account the specifics of each mandate, in preparation for the arrival and the departure of volunteers.
- Coordinate and provide support to partners and volunteer (ie training, follow-up)

- Ensure required information regarding volunteer mobilisation and management are collected and updated timely in the system such as record of activities, end of mandate reports, partner evaluation forms

Communications

- Coordinate with WUSC staff and volunteers to prepare contents and update WUSC Vietnam web page, WUSC Vietnam facebook pages
- Coordinate with WUSC staff and volunteers to prepare case studies to disseminate lessons learned and best practices
- Support partners in communication related tasks as required.

Other tasks

- Provide translation and interpretation services as and when required
- Cover for other staff
- Other office tasks as required

Qualifications/Skills:

- University degree in communications, social sciences or related fields
- Minimum of three years experience working in international organizations.
- Relevant experience in HR management. Experience in providing support to international volunteers is an advantage.
- Relevant experience in Communication activities
- Strong digital skills including managing social media platform (Facebook, Instagram)
- Strong written and oral communication skills in English and Vietnamese. Knowledge of French is an advantage
- Good team player

WUSC is an equal opportunity employer. Only those candidates selected for a test will be contacted. If you wish to apply for this position, please send your CVs with a covering letter to uyen@wusc.vn before **16.00 on 18 July 2018**