



Kenan Foundation Asia (Vietnam office) is looking for talented, energetic and young candidates for vacant positions to work with us in the projects related to International Labor Standards (ILS) and Education. With our Vietnam office located in the heart of Hanoi, Kenan offers an international working environment and a good work-life balance as well as the opportunity to make a sustainable impact on the lives of people in Vietnam.

Kenan is a nonprofit development organization working on the most important issues related to economics, education, and public health in partnership with international and corporate donors. To learn more about us, visit [www.kenan-asia.org](http://www.kenan-asia.org)

We are looking for 2 Advisors, 3 Specialists, 3 Consultants/Facilitators who have strong interpersonal, problem analysis skills and who are capable of motivate people. The ideal candidates must be experienced in the development field, be a good team player and eager to make positive changes to the society.

Working location: Hanoi and Bac Ninh

Type of contract: Part-time (Full-time contract could be considered for outstanding candidates)

For detailed roles and responsibilities, please consult the job descriptions below.

**If you are interested in one of these positions, you can submit an application including a cover letter, recent photo and a CV to [Van@kenan-asia.org](mailto:Van@kenan-asia.org) and [Giang@kenan-asia.org](mailto:Giang@kenan-asia.org) before 5<sup>th</sup> January 2019.**

#### **Kenan Institute Asia**

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*Empowering people with the knowledge, technology and skills necessary for a sustainable future.*

## **1. Senior Labor Advisor**

### **Roles and responsibilities**

- Review tools and materials of the monitoring and reporting system
- Provide information on Vietnam and international labor issues
- Provide technical inputs and comments on recommendation reports
- Provide technical inputs for and participate in the national forum
- Provide technical inputs for final project evaluation design, tool and report.

## **2. Gender & Communication Specialist**

### **Roles and responsibilities**

- Provide information on gender and social dialogues related issues
- Facilitate awareness raising events at the factories and the workers
- Provide technical inputs for and participate in the gender related dialogues
- Provide technical inputs on gender related contents for the national forum.

## **3. Labor Law Specialist**

### **Roles and responsibilities**

- Review related law documents for the project's training and IEC events
- Provide information on Vietnam and international labor law during training and awareness raising events at the factories and the workers at communities
- Provide technical inputs for and participate in the project dialogues, facilitate the national forum
- Conduct training on labor law and deliver IEC events.

## **4. Dialogue Specialist**

### **Roles and responsibilities**

- Provide technical expertise and facilitate training on dialogue and negotiation skills
- Facilitate social dialogues at the factories.

## **5. Project Consultants/Facilitators**

### **Roles and responsibilities**

- Provide facilitation and awareness raising campaign
- Provide soft skills training
- Design, train and run project monitoring and reporting system
- Provide technical inputs for and participate in the project dialogues as required
- Develop content and participate in the national forum
- Provide technical inputs for final project evaluation design, tool and report.

## **6. Social Media Consultant**

### **Roles and responsibilities**

- Develop communication tools, materials and action plan
- Conduct communication activities through social media, and other linkages
- Monitor and report social media system
- Support in training, mentoring, dialogues, workshops and communication activities.