



Job Announcement of Volunteer Program Coordinator - Temporary 4 months

Our announcement will be closed by March 08th 2019

Habitat for Humanity International founded in United States in 1976. Habitat now works in 1,400 communities across the U.S. and in nearly 70 countries and has helped 6.8 million people achieve strength, stability and independence through safe, decent and affordable shelter.

HFH Vietnam has been working in Vietnam since 2001. As of June 2016, HFH Vietnam has enabled more than 13,600 low-income Vietnamese families to improve their living conditions through decent homes, clean water and safe sanitation and post-disaster reconstruction and repairs. In addition, HFH Vietnam has provided training in disaster preparedness, financial education, hygiene practices, and construction skills, among others, to more than 75,800 individuals.

For more details, please visit us: <http://www.habitat.org/> <http://habitatvietnam.org/>

Our vision

A world where everyone has a decent place to live.

Our mission

Seeking to put God's love into action Habitat for Humanity brings people together to build homes, communities and hope.

Position:	Volunteer Program Coordinator – Temporary 4 months
Report to:	Volunteer Program Manager
Work Location:	Working in both office and build sites
<p>Job Summary</p> <p>Implement Volunteer Programs of HFHI-V through mobilization, coordination and hosting of local and international volunteers to support HFHI-V's ministry. This position is to cultivate strong and valuable relationships through a wide range of recruitment and outreach activities.</p>	
<p>Key Accountabilities</p> <p><u>1. Contributing to organizational (HFHV) sustainable development:</u></p> <ul style="list-style-type: none"> • Maintain & promote HFHI image and reputation to partners and other stakeholders • Provide input and support VP Manager in developing systems, processes, and tools/guideline, training material to enhance efficiency & quality • Assist VP Manager in seeking & developing volunteer opportunities for domestic and international volunteers with project and local partners. <p><u>2. Key functional responsibilities:</u></p> <ul style="list-style-type: none"> • Plan, check, and collaborate with internal/external relevant people to ensure Volunteer program operate in a manner consistent with HFH guidelines, standards and mission. • Coordinate with internal/external stakeholders for schedule of international and local volunteer teams • Coordinate with relevant staff to obtain necessary approvals for volunteer visas, big build organization etc. • Communicate with sending program and team leader in the hosting process • Coordinate with project team(s) and local partner for arrangement of logistics needs (airport welcome, transportation, accommodation, visa etc.) of incoming teams • Participate in delivery of training about volunteer activities & management to staff, and projects' partners, and orientation training to local volunteers 	

- During volunteer builds, coordinate with other teams to ensure safety and a positive experience for volunteers and community partners.
- Support in hosting teams when needed.
- Provide interpretation service at meetings between Volunteer team and local partners;
- Perform other relevant tasks/assignments requested by VP Manager and/or Program Director.

3. Implementing cross-teams activities/projects:

- Facilitate family selection process
- Provide consolidated list of volunteers and relevant documents to Program Manager for getting approval from provincial authorities
- Collect & provide RD&C team photos and quotes of volunteers during their builds for promotional purposes

4. Implementing budget & compliance management

- Ensure implementation of volunteer programs, initiatives fully compliance with HFHI/AP and local policies, standards, procedures/requirements
- Define appropriate record-filling methods and implement it to ensure all relevant documents of Volunteer program nation-wide, including but not limited to Letter of permission, Minutes of household selection, Agreement, Contracts etc. are properly maintained, easy traceable, and prevented from lost or damage.
- Support monitoring and evaluation processes for all volunteer initiatives;

Critical Job requirements

- Diploma or Bachelor's degree in administrative management, community organizing, international relations, international development, or any other equivalent degree.
- Knowledge of governmental regulations & procedures on issuing visas to international volunteers
- Knowledge and experience in coordinating events
- Awareness of cultural diversified
- Experience in recruitment and the management of volunteer, handling logistics for hosting volunteers
- Experience in handling administrations and hospitality services
- Marketing and other social experience
- Proficient knowledge & skills in using word, excel, powerpoint, email, internet....
- Advanced level of Organizing & coordinating skills
- Intermediate level of problem solving skills
- Advanced level of business communication in both Vietnamese & English
- Intermediate level of managing relationship
- Advanced level of presentation skill or public speaking
- Versatile and like travelling
- Open to other culture and customs
- The job requires normal physical condition to visit fields in unfavourable geographic regions/areas.

At Habitat we commit to provide people with following values:

1. Competitive salary and benefits comparing with other iNGOs in Vietnam
2. Open, collaborative and supportive working environment
3. Experiencing meaning of community development through Habitat's projects

Candidates who are Interested in Habitat's Vision and Mission, and qualified for the job are welcome to send us your comprehensive English CV, and cover letter to highlight your interest and capabilities and contact details (including telephone number and email) of 3 references including most recent direct supervisors to application@habitatvietnam.org

Habitat for Humanity Vietnam gives equal employment opportunity to both Vietnamese & foreign qualified candidates. Please note that foreign candidate needs to demonstrate qualified background and records for getting work permit in Vietnam.

Please note that only shortlisted candidates will be notified.

