

Local coordinator based in HCMC

CNV Internationaal's mission is to contribute to Decent Work in developing countries by applying the CNV principles of international solidarity, individual responsibility, social dialogue and pluralism. CNV Internationaal achieves this by strengthening the position of workers in both the formal and informal economy through strong social partners and by promoting sustainability in the supply chain. In the Netherlands, CNV Internationaal – together with the CNV Confederation and its trade union federations – contributes to Decent Work in developing countries through lobbying, policy and awareness campaigns.

Within the Strategic Partnership (SP) with the Dutch Ministry of Foreign Affairs, the Fair Wear Foundation and Mondiaal FNV (running from 2016 – 2020) CNV is currently looking for a local coordinator based in Ho Chi Minh City to facilitate the implementation of Social Dialogue (SD) project in the South.

For more information on the SP, please check <https://www.cnvinternationaal.nl/en/our-work/partnership-for-garment-supply-chain-transformation> or

<https://www.fairwear.org/resource/faq-strategic-partnership-supply-chain-transformation-2016-2020/>

Main responsibilities local coordinator for the Social Dialogue project in the South:

- Coordinating, monitoring and guarding project objectives and activities;
- Monitoring and guarding the process of all Social Dialogue meetings and workshops;
- Actively participating in meetings and workshops and being pro-active in discussing the project progress and results with all stakeholders (trade union, employers' organizations and Government agencies at provincial level);
- Lobbying with all relevant stakeholders in the project;
- Safeguarding the continuation and sustainability of Social Dialogue activities;
- Drafting minutes and other (e.g. annual, progress, final) reports on project activities and provide proactive advice;
- Preparing meetings and workshops (e.g. logistics);
- Translation of training materials (only in PowerPoint);

- Interpretation for the Dutch experts during meetings (for training courses additional interpretation services will be hired);
- Project administration;
- Monitoring and reporting to CNV Internationaal Country Representative and Netherlands SD team on project implementation;
- Maintain stakeholder relations – explaining the project goals and objectives;
- Organize visits and contacts for Country Representative and CNV Internationaal;
- Monthly update sessions (skype) team SD team Vietnam;
- Travel if required to Netherlands or within Asia for the SP.

Skills & requirements

The service provider should be based in Vietnam, preferably Ho Chi Minh City, and possess the following skills:

- Fluent in Vietnamese and English;
- Excellent communication skills with individual workers, factory management, local stakeholders such as NGOs, trade unions, business associations and government officials;
- Bachelor education with at least five years relevant experience in corporate social responsibility and labour conditions;
- Proven affinity with the garment industry, and labour rights;
- Good understanding on sensitive issue such as gender equality and women's rights;
- Comfortable with public speaking/external representation
- Excellent administrative and reporting skills, attention to detail;
- Willing to travel inside Vietnam (e.g. to the pilot region);
- Able to take initiative;
- Team worker

What we offer

- Initially, 1 year contract for 40 hours per week with the prospect of an extension upon good performance, subject to continuation of SP funding;
- Enthusiastic and passionate colleagues who put their heart and soul into their work;
- An international working environment;
- An opportunity to visit the head offices in Amsterdam (FWF) & Utrecht (CNV Internationaal) annually.

For more information please contact:

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