



JOB VACANCY ANNOUNCEMENT

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the field of Mine Action. We have operated in Vietnam since 2010 with projects in Hanoi, Hue and Quang Tri. NPA Vietnam Program is seeking for qualified, enthusiastic, experienced Vietnamese applicants for the full time **Capacity Development Project Officer (CDPO)** based in Hanoi with travels to field offices in provinces as work required.

General Responsibilities:

Under the supervision of Senior Technical Advisor (STA), the CDPO support him/her in matters related to the capacity building and technical advice to Vietnam National Mine Action Center (VNMAC), and conduct other project activities under his/her assignment and guidance to ensure smooth running of the project , in line with all current NPA policies and procedures.

Specific Duties

- Provide interpretation/translation to project expats & visitors and translation of all project documents, meetings and visits
- Conduct administrative duties related to all aspects of project implementation
- Maintain effectively communication system and ensure information flow between project and relevant parties
- Arrange all necessary logistics for the project activities such as meetings, workshops, trainings, preparing meeting minutes, fund request, filing including but not limited to booking accommodation for participants, photocopy of materials, arranging transportation and stationery
- Attend field trips domestically and internationally as per required of a capacity building project in order to provide interpretation/translation and logistical arrangement for the trips
- Attend all the coordination meetings with VNMAC and with mine action high ranking delegations, embassies to provide support if necessary
- Coordinating with NPA Admin Officer or/and NPA Logistics Manager to:
 - ensure proper office supplies, maintenance of office equipment for the project
 - Prepare paperwork and applying for project expats' work permit, visa, and resident card; visa for foreign visitors and partners on studying tours/visits abroad.
- Do some background/information research as per required
- Provide consultation in terms of Vietnamese culture to the STA to ensure smooth partnership and project implementation with VNMAC and stakeholders
- Perform other tasks and duties assigned by STA

Required qualifications

- BA degree, preferable in social science or international development
- Excellent command of English and interpretation & translation skill
- At least four (04) to five (05) years of experience working for INGOs or international organizations, experience in mine action or humanitarian sector would be a plus
- Working experience with public system and government officers preferable
- A lot of initiative and ability to work with little direct supervision
- Potential strong organisational and administration skills



- Ability to communicate effectively at a number of different levels and methods
- Ability to work under pressure and to maintain deadlines
- Maintaining confidentiality
- Ability to work as part of a team
- Computer literate and able to use Microsoft Word, Excel, Access, PowerPoint ...
- Familiar with multi-cultural working environment

Interested candidates are requested to submit a CV, a cover letter to express why you are fit for the post and NPA, a copy of related certificates-degrees and 03 references to NPA via e-mail address recruitment.vn@npaid.org. Please indicate clearly the post you are applying for in your email subject.

The employment commencing date will be in April/ May 2020. Women and disabled people are encouraged to apply. Only short-listed candidates will be notified.

The closing date for applications is at 5pm on **16 March 2020** or may be earlier if we have qualified candidates for our recruitment requirement./.