



JOB VACANCY ANNOUNCEMENT

Norwegian People's Aid (NPA), an international NGO, is Oslo-based Humanitarian organization working in the field of Mine Action. We have operated in Vietnam since 2007 with projects in Hanoi, Hue , Quang Tri and Quang Binh. We are seeking for qualified, enthusiastic, experienced Vietnamese national applicants for a **Full time IM Officer (IMO)** based in **NPA-ERRP project** office in **Hue city, Thu Thien Hue province** with travels to Hanoi and/or field offices in provinces as work required.

Main Function:

- IM Officer (IMO) will work closely with the IM Manager (IMM) to support him in matters related to data management and operational task progress. The IMO, with a background in IT studies or data management experience, will conduct tasks under the IM Manager's assignment and guidance to ensure smooth running of information management, in line with all current NPA policies and procedures.

General responsibilities

- Manage operational datasets so that operations are reflected accurately and timely
- Prepare survey and clearance tasks and task supporting materials for field teams in collaboration with Operations Manager
- Assist Operations Manager in quality check of data records made by Team Leaders into the IM system
- Act as provisional IMO to other NPA Vietnam field projects
- Support in summarizing of operational data and designing operational maps
- Assistance in office IT troubleshooting.

Specific duties

- Daily management of operational data
 - Produce specific datasets, in GIS and statistical format, as required for survey and clearance tasks
 - Prepare statistics, maps and graphs for operational reports
 - Maintain backup of GIS projects and operational datasets
 - Assist IM Manager in training and instructing other staff in the field of IM or IT
 - Assist office staff in IT troubleshooting, i.e Windows, softwares, printers, scanner, and networking
 - Assist IM Manager in fine-tuning IM/IT system and tools
- When needed, provide IM support to other NPA Vietnam field projects

Required qualifications:

- Bachelor degree in computer science, or database, or equivalent experience of minimum two (02) years in data collection and management, especially with the use of GIS technologies
- Conversational English
- Experience in field operations would be an asset
- Skills in GIS, SQL, relational database, Microsoft products (e.g Office 365 and Windows) is an advantage
- Flexible, work hard, team work, work under pressure, and positive attitude.

Interested candidates are invited to submit a CV and a cover letter, copies of the Degrees/ Certificates and 03 references to NPA Vietnam via email recruitment.vn@npaid.org or nhand@npaid.org or directly at NPA – ERRP project office at **House no.13, Au Lac str., An Dong ward, Hue city, Thua Thien Hue province, Vietnam** (the application is accepted even during weekend).

The closing date for application is at **4pm on 15 June 2020** . We may proceed recruitment process earlier when having suitable candidates. Women and people with disability are encouraged to apply. Only short-listed candidates will be notified and inappropriate applications will not be returned./.