



## **JOB VACANCY ANNOUNCEMENT** **THÔNG BÁO TUYỂN DỤNG**

**Norwegian People's Aid (NPA)** is an Oslo-based Humanitarian organization working in the field of Mine Action. We have operated in Vietnam since 2007 with Representative office and projects in Hanoi, Hue, Quang Tri, Quang Binh and Kon Tum. We are seeking for qualified, enthusiastic, experienced Vietnamese applicants for a fulltime **Database Officer (DBO)** working for the Establishment and Support of Database and Coordination Unit (DBCUC) Project in Quang Binh province.

### **Main function:**

The Database Officer shall, under the management and tasking of the DBCUC IM/OPS Manager (IOM), conduct daily tasks related to data collection, entry, processing, analysis, geographic information system and mapping, and other relevant tasks at requests.

### **Scope of responsibility**

The Database Officer shall conduct part of these technical scopes:

- Data processing, centralizing, analysis and publishing
- Data accuracy and integrity
- Geographical data and information. Mappings & map publication
- Data entry. Data quality

### **Specific duties**

The position with the title Database Officer is assigned by NPA Information Management Advisors (IMA) and DBCUC IM/OPS Manager with tasks related to data entry, data processing, data quality check, Geographic information system, Data analysis, publication and presenting ... flexibly based on monthly, weekly and daily schedules of Quang Binh DBCUC Project Office.

### **Required qualifications – experience:**

- University or college degree of Computer Science or IT
- At least three (03) years of experience in relevant positions is an advantage
- Knowledge in computer handling and data acquisition
- Experience in SQL & databases and data tools (Access, SQL Server / MySQL / PostgreSQL)
- Experience in programming (Java, Python); graphic applications (Photoshops, Corel) and GIS application
- Experience in field operations, especially in Mine Action, would be an asset
- Good command of written and spoken English
- Driving license (B2 or over) is preferred
- Flexible, hard-working, team work, work under pressure and positive attitude.

**By submission of the job application files to NPA, the candidate agrees to Norwegian People's Aid (NPA) in Vietnam and its' projects to collect, archive and process personal data of the candidate for purpose of recruitment, personnel reports in Vietnam and/ or abroad including but not limited to the following information:**

1. All information contained in the job application file that the candidate has submitted to NPA.
2. Other supplemented information when being required during the recruitment process



3. Be solely responsible for obtaining the consent/permission of provided referee's personal information which is contacted for reference (if required) in according to NPA recruitment process.

At any time, you can inform us of your decision to withdraw your consent for the continued use, disclosure, storage, and/or processing of your personal data for any of the purposes outlined above in written form to: **Norwegian People's Aid (NPA) in Vietnam, Room 401-403, building B5, Van Phuc Diplomatic Compound, 298 Kim Ma, Ba Dinh, Hanoi.**

Interested candidates are requested to submit a CV, a cover letter **(in English)** to express why you are fit for the post and NPA, copies of related degrees/ certificates and 03 references to NPA via e-mail address [recruitment.vn@npaid.org](mailto:recruitment.vn@npaid.org) or directly at Quang Binh DBCU office, Address: 1<sup>st</sup> floor of DOFA Quang Binh, No 01, 23/8 street, Dong Hoi Phu ward, Dong Hoi city, Quang Binh province.

Please indicate clearly the POSITION you are applying for (DBO) in your email subject.  
The employment commencing date is expected from August 2024.

**Women are encouraged to apply.**

Only short-listed candidates will be notified.

The closing date for applications is at 5pm on **25 June 2024** or may be earlier if we have qualified candidates for our recruitment requirement./.