

Project Officer

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.

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.

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/>

We are looking for high potential candidate to fill a role of Project Officer. Our announcement will be closed by 31 Jul. 2017.

We recommend interested & qualified candidate to send your comprehensive 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 Vietnamese qualified candidates. Please note that only shortlisted candidates will be notified.

Position Title: Project Officer

Work Location: Ha Noi Office

Report to: Senior Program Manager

Supervise: None

Job Summary:

With excellent community mobilization, facilitation and participatory skills in community development, the PO is the key strategic link between HFHI/Vietnam program team, implementing partners and local communities.

With experience in transformational social development from a values-led perspective, the PO is the key resource in supporting all HFHV programs in the Northern region; particularly its micro-finance led housing, water and sanitation community and global village projects.

Main Accountabilities:

- Represents Habitat for Humanity Vietnam (HFHV) to the local partners, community and family partners on a day-to-day basis
- Supports the Senior Program Manager with project DPME activities such as needs assessment, base line survey, new project development, project monitoring, evaluations and reporting.
- Provides relevant trainings for local partners, communities and home partners per agreed outputs.
- Provides inputs to facilitate promotion of HFHV innovations that may benefit the community by serving a greater number of families
- Encourages and builds mutual trust, respect, and cooperation among team, partners and families
- Develops and encourages local leadership in taking larger roles to positively impact their communities and needy families therein as part of sustainable program development a shared HFHV vision among partners
- Supports and facilitates the volunteer program activities
- Other duties: Any other reasonable duties requested by Senior Program Manager

Job requirements:

To be successful in this role, potential candidate should demonstrate following qualification & willingness & availability to travel domestic & occasional regional/international frequently

1. Degree in Community Development or related fields

2. Minimum 3-5 year experience in community development/mobilization

3. Soft skills include:

- Ability and willingness to relate with grass-roots communities in need
- Willingness and ability to travel; easily works at the community level with the ‘poor’ and stays in the community as needed.
- Previous experiences in project design, proposal development, implementation, monitoring, evaluation and report writing.
- Previous experience in influencing, negotiating and facilitating community partners and activities.
- Previous experience in house construction, home or sanitation/water improvements is preferred but not essential
- Fluency in written and spoken Vietnamese; reasonable proficiency in English is preferred.
- Willingness to learn and adopt new technologies and methods.
- Clear communication & presentation skills; Computer proficiency in MS Word, Excel, presentations, virtual communications.
- Team Player and model of servant leadership