

## **EXECUTIVE DIRECTOR, TOWARDS TRANSPARENCY, VIETNAM**

Application Closing Date – **14<sup>th</sup> Sep 2012**

Job Start Date – **January 2013 (flexible)**

Duration – **3 years**

Location – **Hanoi (with regional and international travels)**

Transparency International (TI) is the global civil society organisation leading the fight against corruption. Through more than 90 chapters worldwide and an international secretariat in Berlin, Germany, TI raises awareness of the damaging effects of corruption and works with partners in government, business and civil society to develop and implement effective measures to tackle it.

### **1) Background**

Corruption and lack of transparency and accountability are major issues of concern in Vietnam, for the authorities and for the entire population. Since the end of the 1990s, the government has been actively strengthening its willingness to prevent and fight against corruption, and to promote better transparency and accountability. The promulgation of the 2005 Government Law on Anti-Corruption, the 2009 National Strategy for Preventing and Combating Corruption Towards 2020, and the ratification of the United Nations Convention on Anti-Corruption (UNCAC) in June 2009 all illustrate the government's increased commitment to curbing corruption in Vietnam.

**Towards Transparency (TT)** is a registered Vietnamese non-profit and non-state consultancy organization that was established in 2008 to advance its strong commitment to contribute to national efforts in promoting transparency and accountability for reducing corruption in Vietnam.

In March 2009, TT became the National Contact of Transparency International (TI), the global civil society organisation leading the global fight against corruption with its Secretariat based in Berlin. In this capacity, TT supports and coordinates emerging activities of TI in Vietnam, within the framework of the TI 3.5 year programme “**Strengthening Anti-corruption Demand from Government, Private Sector and Society**”, 2009-2012. The overall goal of the programme is to contribute to national efforts in reducing corruption in the public sector, business and society organisations. The four donors funding this programme are: DFID, Finland, Irish Aid and Sweden. For further information about TT and the TI Vietnam Programme 2009-2012, please visit [www.towardstransparency.vn](http://www.towardstransparency.vn)

Although a young organisation, Towards Transparency has become an active, respected and independent voice in anti- corruption in Vietnam. It is currently:

- The leading non-government and non-profit Vietnamese organisation working with a specific focus on anti-corruption;
- Receiving endorsement and encouragement from government partners including anti-corruption central government agencies (Office of Steering Committee on Anti-corruption- OSCAC and the Government Inspectorate of Vietnam (GI) with TI/TT's strategies closely aligned with the priorities of the national anti-corruption strategy;

- Benefiting from being part of the wider international network of Transparency International:
- 1. Benefiting from the TI-Secretariat, helping to strengthen the accountability of TT's work in Vietnam and support fundraising efforts
- 2. Enabling access to knowledge sharing and exchange with other TI chapters regionally and internationally.
- Enjoying entryway into high level policy discussions, through strong involvement in the Anti-Corruption Dialogue roundtables between development partners and the government of Vietnam, and close working relationships with and supported by many donors;
- Benefiting from advice and being supported by a growing number of respected prominent Vietnamese individuals. This group of individuals will gradually transition into a Governing Board for TI/TT in Vietnam.

The current TI Vietnam programme is approaching its final year and will end in December 2012. A Programme follow-up phase, period 2013-2017 has been under preparation and will be finalized in August when TI/TT will officially submit for donors' funding for the period 2013-2015.

The overall goal of the TI Vietnam Programme, 2013-2017 is "To contribute to an increased demand for effective implementation of anti-corruption policies and practice in government, business and society". To achieve this goal, the ambitious Programme is currently structured around the following five components:

- **COMPONENT A:** Institutional, Capacity & Network Strengthening  
Developing Capacities of Civil Society Organisations and Building Constituencies, Networks, and Coalitions for Anti-corruption in Vietnam
- **COMPONENT B:** Public Sector Integrity, Diagnosis & Solutions  
Building a Knowledge and Evidence- Base on Corruption and Anti-corruption in Vietnam, and Promoting Tools and Solutions to curtail it.
- **COMPONENT C:** People Engagement & Support  
Building Citizen Knowledge and Participation in Anti-corruption in Vietnam, in particular by the Youth
- **COMPONENT D:** Business Integrity  
Raising Awareness and Promoting Participation of the Business Sector in Addressing Corruption
- **COMPONENT E:** Climate Governance Integrity (subject to participation in a TI global programme)  
To engage effectively in policy development on, implementation and monitoring of climate finance and governance (including REDD+)

## 2) About the position

Currently, TT is looking for one (01) highly motivated, committed and dynamic Vietnamese professional to fill the position of Executive Director (ED). Undergoing an important transitional period with the current TI Vietnam Programme coming to a close at the end of 2012, the incoming Executive Director will have the opportunity to lead a highly motivated and growing team, currently of ten national and

international anti-corruption advocates to successfully implement the future TI Vietnam Programme, period 2013-2015. For more information refer to the Job description below.

### 3) Recruitment details

- Duty Station: Hanoi (with regional and international travels)
- Expected starting date: January 2013 (flexible)
- Main Duties, responsibilities: See attached Job Descriptions
- Duration of Contract: 3 years

### 4) Application and tentative selection process

- Deadline of application: 17:00 (Hanoi time), **14<sup>th</sup> September 2012**. Only short-listed candidates will be contacted. Applications will not be returned;
- Application includes a letter of motivation stating why you are suitable for the job, an updated CV and two letter of recommendations by email to below contact (see section 4);
- Interviews and writing test will take place during period September/October, 2012, for final decision to be taken by the end of October 2012.

### 5) Contact person

Nguyen Thi Kieu Vien (Mrs)  
 Founding Chair, Executive Director  
 Towards Transparency Vietnam  
 Email: [kieuvien@towardstransparency.vn](mailto:kieuvien@towardstransparency.vn)  
 51A Nguyen KhacHieu, Ba Dinh, Hanoi

<b>Position</b>	<b>Executive Director</b>
<b>Accountable to</b>	Regional Director, Asia Pacific Department, TI-S Berlin
<b>Key Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Providing leadership to TT and the TI Vietnam Programme in Hanoi;</li> <li>2. Positioning of TI/TT in Vietnam;</li> <li>3. Programme Management and Coordination;</li> <li>4. Development and strengthening of governance structures and procedures;</li> <li>5. Financial management and fundraising responsibility;</li> <li>6. Human Resource management;</li> </ol>

<p><b>Result areas</b></p>	<p><b><u>1. Providing leadership to TT and the TI Vietnam Programme</u></b></p> <p>To ensure that the vision and mission of TI/TT in Vietnam is strengthened, widely shared amongst and inspired by all TT team members;</p> <p>To articulate clear a path to TT team members in achieving the TI Vietnam Programme overarching goals, period 2013-2015;</p> <p>To drive TT to be a recognized leader in the NGO sector on anti-corruption.</p> <p><b><u>2. Positioning and networking</u></b></p> <p>To represent TT to external stakeholders;</p> <p>To ensure clear added values TT can bring to debates and practices on anti-corruption in Vietnam and to effectively communicate the organisation’s distinct competitive advantage internally and externally;</p> <p>To participate in relevant TI international meetings and other external networks/ fora in order to bring and adapt international best practices into Anti-corruption work and to enhance the visibility of TI/TT’s activities in Vietnam;</p> <p>To ensure that TI/TT has all the necessary legal capacities to operate to maintain the sustainability of TI in Vietnam;</p> <p>To maintain generally constructive but critical interactions with stakeholders from government, private sector, civil society organizations in its operation;</p> <p>To undertake all other actions that promote the prestige, influence, and effectiveness of the organization, consistent with TT/TI’s mission, values and principles;</p> <p>To maintain and enhance the coordination, cooperation, and mutually beneficial relationships of TT with other TI national chapters and the TI Secretariat, within the overall framework and strategy of the TI movement 2015.</p> <p><b><u>3. Programme Management and Coordination</u></b></p> <p>To strive for and ensure the successful implementation of the TI Vietnam programme. This includes to ensure that the annual success indicators developed and are successfully achieved, period 2013-2015;</p> <p>To work closely with a responsible member at TI-S for ensuring the preparation of accurate and high quality reports (both narrative progress and financial reports) ensuring that all donors’ contractual obligations (e.g. financial management, fund transfer requests, procurement regulations) are met in a professional, transparent and timely manner);</p> <p><b><u>4. Development and strengthening of governance structure and procedures</u></b></p> <p>To make sure TT has an appropriate and effective governance structure to facilitate the works of TI/TT in Vietnam. This includes setting up a Board of Advisors and to maintain an effective and strategic working relationship with them;</p> <p>To strengthen effective organizational systems, including Human resources and other</p>
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	<p>operational;</p> <p><b>5. <u>Financial management and Fundraising responsibility:</u></b></p> <p>To approve and be responsible for all financial transactions and overall financial prudence of the organization;</p> <p>To ensure adequate resources are available for improving organizational accountability;</p> <p>To ensure that a well-developed fund-raising strategy, period post 2015 is in place for ensuring the future sustainability of TI/TT in Vietnam.</p> <p><b>6. <u>Human Resource Management</u></b></p> <p>To drive the development and implementation of HR policies to motivate staff and maximize organisational capacity;</p> <p>To promote, stimulate and ensure a work culture that is reflective of TI and TT’s values, and of performance and professionalism.</p>
<b>Contacts</b>	<p><b>At country level, key contacts include:</b></p> <p>TI Vietnam programme donors and other strategic development partners;</p> <p>Key government anti-corruption institutions including GI and OSCAC;</p> <p>A group of prominent Vietnamese individuals/Advisors.</p> <p><b>At regional and international level:</b></p> <p>TI-Secretariat in Berlin;</p> <p>TT Founding Chairwoman;</p> <p>TI National Chapters, especially in the Asia Pacific region;</p> <p>Other international Anti-corruption networks and actors.</p>
<b>Job Status</b>	<p>3 year contract, full time</p>
<b>Job Requirements, Knowledge and skills</b>	<p>Postgraduate university degree in social science, public policy, administration, journalism, international law, economics, management, or another relevant field;</p> <p>Demonstrated ability and skills to lead and manage an NGO and as well as programme management and coordination;</p> <p>At least 7 years of management and representation experience with NGOs or International organizations;</p> <p>Fundraising experience will be a strong advantage;</p> <p>Significant experience working on issues of good governance, public sector reform</p>

	<p>and social development; Strong advocacy experience will be essential;</p> <p>Committed in the fight against corruption;</p> <p>Vietnamese citizenship;</p> <p>Excellent knowledge of both English and Vietnamese</p>
<b>Annual Gross Benefit package</b>	<p>Competitive and in line with experiences and qualification</p>