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CENTER FOR SUSTAINABLE DEVELOPMENT
STUDIES

TRUNG TÂM NGHIÊN CỨU PHÁT TRIỂN BỀN VỮNG

The Center for Sustainable Development Studies (CSDS) is a Vietnamese non-profit organization legally registered in 2009. CSDS is addressing development issues in Vietnam with particular focuses on climate change for environment protection, women empowerment through sustainable livelihood support, children support through social inclusion, youth development through international exchange and non-formal education. CSDS implement activities at grassroots level to touch local vulnerable communities.

The New Horizons is an education support project that aims to improve English language teaching and learning effectiveness, as well as vocational training for youth in rural part of Hanoi. The project is set for 2 years initially but aims to be a sustainable model in the long run.

Current, CSDS is looking for a qualified and highly motivated candidate for the position of Project Officer.

JOB DESCRIPTION FOR PROJECT OFFICER

The New Horizon project

Position: Project officer

Reporting to: Manager

Role: to provide practical assistance to the manager in the implementation of the program.

Key Relationships: Works very closely with all team members and volunteers. Young people; teachers; community representatives.

Support in the organization of the activities in the Community Training Center

- Work with Admin and Finance Officer in the location finding, contract signing and renovation.

Center for Sustainable Development Studies (CSDS)
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- Support Admin and Finance Officer in the procurement of equipments and facilities for the center to operate.
- Draft regulations for students, library users, and equipment users.
- Provide inputs for the international volunteers' handbook.
- Support the Project Manager in the selection and purchasing of curriculums for the students.
- Make sure the library is in good order and keep track of books.
- Support in the arrangement of timetable for the community classes and manage them together with all other project staff.
- Support in the organization of the vocational training and information desk management.
- Assist with the seeking of job opportunities for the youth and support in the monitoring and evaluation of the vocational learners.
- Support in the organization of monthly/quarterly events and other activities for the local teachers, local students and international volunteers including the monthly meeting, quarterly meetings, refresher trainings and any cultural exchange events.
- Manage and supervise the local volunteers.
- Carry out other tasks as required.

Provide all necessary practice and administrative support for foreign volunteers.

- Liaise with the Foreign Volunteer Coordinator about the needs and expectations of volunteers working in the program
- Attend regular meetings with the volunteers and volunteer coordinator to ensure all practical living and working needs are being addressed.

Arrange the activities in the schools

- Coordinate with selected schools to arrange timetables and carry out planned activities.
- Support the local schools so that they can work smoothly with the volunteers.
- Liaise with Department of Education and Training and local schools in the organization of the trainings/meetings which require their participation.
- Draft letters, correspondences to the local partners when necessary.
- Support in the selection of scholarships for the students and candidates for the overseas visit.
- Carry out other tasks as required.

Monitoring and

- Collect data on community classes and school classes to report to the Project Manager on a monthly basis.
- Draft the semi-annual report, annual report and project end report and submit them to the Project Manager on a timely manner.

Networking

- Establish, maintain and strengthen productive working relationships with relevant local partners and stakeholders.
- Provide support to the visit of the donors and guests if any.
- Carry out other tasks as required.

Public Relations

- Provide comments and inputs for the overall strategy of the project activities.
- Foresee challenges and obstacles that the project may face and inform the Project Manager.
- Assist the development and maintenance of a project page on CSDS website.
- Work with other project staff on the designing and printing project leaflets and flyers (if any).
- Liaise with the local authorities to inform local people of the project activities (local newspapers, public speakers, etc).
- Take minutes at the meetings when necessary.
- Carry out other tasks as required.

The successful candidate will have the following qualifications and abilities:

- University's degree, preferably in foreign languages;
- Knowledge about education and project management;
- Excellent written and oral communication skills in both Vietnamese and English.
- Good computer skills including Word, Excel, and PowerPoint...
- Work experience with NGOs/INGOs is preferred but not mandatory.

CSDS offers a competitive salary and benefits.

The work base will be in Quoc Oai town (about 20km from Hanoi).

Please send detailed curriculum vitae with letter of application in English by **September 28, 2012** to info@csds.vn.

Only shortlisted candidates will be contacted for interviews.