

Organization name	DESIGN CAPITAL, HUE FUND
Work Location	2 nd floor, 134 Phan Chu Trinh, Hue city
Organization Information	<p>Design Capital, Hue Fund (DCF) is a non-profit, tax-exempt, humanitarian and development non-governmental organization (local NGO). The primary mission of the foundation is to develop social entrepreneurs in impoverished and/or rural communities to foster economic development, community development, and cultural preservation. To foster socioeconomic development, we provide interest-free equipment capital loan to small and growing businesses. To develop social entrepreneurs we provide skills development, business development consultation services and we connect entrepreneurs to community-giving back opportunities as well as market places. To preserve culture, we work directly with artisans and artisan villages in developing and producing high quality and ethical heritage products.</p> <p>Email: designcapital.huefund@gmail.com</p>
Size of company	10 - 24
Title Job	Project Officer/Staff
Basic salary	\$180 - \$250 (depending on experience and salary raise opportunity depending on performance)
Category	<p>NGO/Non-Profit</p> <p>Interpreter/Translator</p> <p>Finance/Accounting</p>
Job description	<p>Job description: Design Capital, Hue Fund has many partnerships including Thriive Organization to offer small and growing businesses interest-free equipment based loans which are repaid through charitable goods or services to the community. This program works to develop micro social enterprises.</p> <p>DCF is looking for a project officer/staff to work collaboratively with our team consisting of a manager and 4 project officers, entrepreneurs, partners and consultants. Upon successful</p>

	<p>completion of a fixed probation period, there will be permanent employment opportunity with DCF.</p> <p>Details:</p> <ul style="list-style-type: none"> - To work closely with loan recipients - To coordinate site visits to loan recipients for assessment, collection of economic data including financial data - To assist with entrepreneur and business selection, contractual agreements including repayment plans & schedules, and equipment procurement process - To assist with charitable repayment of products, services, or vocational training - To assist with the collection, monitoring, and tracking of businesses' repayment, growth, job creation, and needs - To assist with organizing business development conference and workshops for businesses and entrepreneurs - To work closely with Design Director and accelerated businesses in product design, sampling, and quality assurance for sample products. - To work closely with Production Manager on product development process including quality assurance for design, sampling and production. - To work closely with businesses to analyze their needs and production capability before, during, and after production process. - To work closely with team members and partners on economic and community development projects. - To assist with general administrative tasks. - To perform other duties as assigned by DCF management board.
General	<p>Job requirements:</p> <p>The following is a list of job requirements:</p>

	<ul style="list-style-type: none"> - Age: 22-30 - Vietnamese citizen only - Excellent English language skills including communication and written. - Bachelor's Degree; priority given to graduates with Linguistic, Economic (Business Development, Marketing/Sales) degree and/or proven experiences. - Experiences in economic and community development, micro-financing or banking, business contractual agreement, supply chain, procurement, and production. - Prefer strong IT and computer skills including Excel and Microsoft word. - Prefer strong critical thinking and analytic skills. - Willing to work under pressure, on weekends, and to travel locally as well as regionally. - Work collaboratively with international and national colleagues. - Have interest or experience in social work. <p>Work outcome: From this opportunity of work, you will gain the following experiences:</p> <ul style="list-style-type: none"> - Working for an NGO - Working directly with small and growing businesses - Working directly with regional, national, and international partners - Micro-financing, social entrepreneur development, business development, and community development - Spoken and written English and Vietnamese
Application	<ul style="list-style-type: none"> - CV/resume with a recent picture. - Please note that only applications sent via email are accepted. - Application deadline: October 30, 2014 - Only short-listed applicants will be contacted