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**Employment Opportunities with a Canadian-Vietnamese Project**

**Vietnam Skills for Employment Project (VSEP)**

VSEP is a Department of Foreign Affairs, Trade and Development Canada (DFATD Canada)–funded project to strengthen Vietnam’s Technical and Vocational Education and Training (TVET) sector to better serve the Vietnamese growing economy. The project’s goals are to strengthen TVET leadership and management at national and provincial levels and to strengthen the TVET delivery system in three provinces (Hau Giang, Vinh Long and Binh Thuan).

This is a 6-year project based in Vietnam National University – HCMC and will run from November 2014 to January 2020. We are currently setting up our office and are seeking talented, skilled and experienced individuals for the following positions to start December 2014:

1. **Finance Officer**

The Finance Officer is responsible for management and administration of all financial activities of VSEP. The position is located in the Project Field Office in HCMC and is full time for the duration of the project.

**Qualifications and Experience**

* A Bachelor’s Degree in Business Administration or similar field,
* Minimum of 5 years’ experience in an office environment, preferably working with donor projects and in particular with DFATD,
* Demonstrated understanding of Vietnamese accounting standards and financial reporting systems including mandatory employee and employer deductions (medical etc.), taxes, tax submission (PIT), employee certificates at year end, leave and submission requirements and deadlines,
* Demonstrated ability to manage a team of support staff,
* High level computer skills, using the Microsoft office suite (Word, Excel and Power Point).

1. **Administrative Officer**

The Administrative Officer is responsible for implementation of administration practices with the objectives of client responsiveness, audit security, accuracy, quality, and productivity. The position is located in the Project Field Office in HCMC and is full time for the duration of the project.

**Qualifications and Experience**

* Bachelor degree or equivalent experience in Business Administration or similar,
* Minimum of 3 years’ experience in a complex project-based office environment, preferably in a donor-supported environment,
* Excellent skills and competence in Microsoft Office suite of programs.

1. **Procurement Officer**

The Procurement Officer will be responsible for overall management of the procurement function of VSEP, including procurement of goods and services for the Project Field Office as well as procurement of equipment for the TCAMs and for the designated provinces to support the development of TVET programs in the designated colleges. The position is located in the Project Field Office in HCMC and is full time for the first two years of the project.

**Qualifications and Experience**

* A degree in business administration or the equivalent, with specialization in a relevant area such as procurement, logistics, goods handling, etc.,
* 2-5 years’ experience in the procurement field, ideally within an international project setting,
* Experience with a variety of procurement systems preferably those used by donor agencies, and in particular, DFATD.

1. **Information Technology Specialist**

The IT Specialist will work support the Canadian Project Field Office team located in VNU-HCM. He/she will create an effective IT environment and to assist the Finance, Administrative and Procurement Officers and the Logistics Coordinator to create effective data and reports. The position is located in the Project Field Office in HCMC and is half time for the duration of the project.

**Qualifications and Experience**

* Post-graduate degree in computer science, computer engineering, management information systems, etc.,
* Broad knowledge of ICT applications or a similar combination of credentials, knowledge, skills, and experiences,
* 2-5 years’ experience in the ICT field, ideally within an educational setting,
* Experience with current PC architecture LAN/WAN equipment and methodologies,
* Excellent knowledge of recent, current and forthcoming technological developments with regard to networks, platforms, hardware, software, and related equipment and resources,
* Knowledge and understanding of ICT and management information systems development.

1. **Vietnamese Provincial Coordinator (VPC)**

This position is located in the Project Field Office and is full time for the duration of the project. The Provincial Coordinator will be expected to spend up to 50% percent of his/her time in the three participating provinces, Hau Giang, Vinh Long and Binh Thuan.

The VPC will assist the Canadian Technical and Vocational Training Expert (CTVTE) to provide technical assistance to the selected colleges of the three provinces on reforming their training delivery and improving links with the private sector and integrating the cross-cutting themes (gender equality, environment, and governance) of Canada’s DFATD into all aspects of the project.

**Qualifications and Experience:**

* Bachelor degree;
* Minimum of three (3) years of experience in an education institution;
* Minimum of three (3) years of experience in liaising with a variety of stakeholders; and,
* Experience in the technical and vocational sector would be an asset.

**All candidates are expected to contribute to VSEP’s gender equality goals and objectives.**

**All Candidates are required to meet the following Language Requirements:**

Candidates must possess a level four (4) proficiency in reading, writing and oral English.

The description associated with the language requirement can be found at the following website: <http://www.international.gc.ca/ifait-iaeci/test_levels-niveaux.aspx?lang=eng>

Please email your CV and a covering letter to Tran Lan Huong at [lanhuong@vietnampsu.org](mailto:lanhuong@vietnampsu.org) by November 28, 2014.

Please address questions about the position to the following:

Mai Quang Long Binh, Logistics Coordinator, VSEP

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