

Project Facilitator

Foundation for International Development / Relief (FIDR) is a Japanese non-profit organization which is permitted by Ministry of Foreign Affairs in Vietnam. FIDR implements community development projects in Quang Nam province and Kon Tum province.

FIDR is now seeking a qualified Vietnamese national staff for the position of Project Facilitator (PF) , based in Ngoc Hoi, Kon Tum province, working for Kon Tum Province Child Nutrition Improvement Project (CNIP) in Dak Glei and Dak To districts. We strongly encourage people who already have some previous working experience, and want to seek their professional career in the field of humanitarian aid, to apply for this position.

PF shall coordinate and facilitate to implement project in Dak Glei and Dak To districts, Kon Tum province in close cooperation with local partner and people.

Main responsibilities:

- Under the supervision of Project Manager,
- Translation as required by supervisors
- Implement and monitor project activities based on supervising by senior project staffs
- Assist in research, planning and evaluation of the projects
- Conduct project activities with local government, local residents, and other stakeholders
- Produce reports on project activities
- Support to make monthly financial report

Qualification:

- High commitment to working for the vulnerable people such as children and the poor.
- Good interpersonal and teamwork skills, and strong sense of responsibility
- University degree with minimum of two (2) years of working experience, preferably in the field of health/nutrition, the community development / humanitarian work sector
- Good oral and written communication skills in both English and Vietnamese
- Good computing skills (Word, Excel, PowerPoint)
- Able and willing to travel and work at remote areas

Interested candidates are requested to send their application letter, CV in English attached with copies of obtained degrees /certificates and recent photo, and report on "The reason of applying and what do you want to achieve through this job" in English for appeal yourself to:

Foundation for International Development / Relief Vietnam (FIDR) <http://www.fidr.or.jp/english/index.html>: 54

Hai Phong St., Danang city, E-mail:tranthidiemthuy@fidr.vn / or fidrvn@fidr.or.jp, Tel: (0511) 3540404

or

Service Center for Danang Foreign Affairs (SCEDFA), address: 472 Hoang Dieu St., Danang city

E-mail: tuointh@danang.gov.vn, Tel: (0511) 3552343

Dead line for applications is January 30th, 2015.