 **Vacancy Announcement**

Hagar International Vietnam, an international NGO based in Hanoi, invites applications from interested and experienced Vietnamese candidates for the following position.

**Position: Public Outreach Officer**

**Start date: ASAP**

The Outreach Officer has an important role at Hagar building and maintaining relationships with partners and stakeholders, and identifying new clients for Hagar’s program.

**Job Responsibilities:**

1. Any other activities as assigned

**Qualifications:**

1. Bachelor Degree in Social Sciences (Prefer Master’s Degree in Social Sciences)
2. 3 - 5 years experience with an NGO, with experience working with government and local partners
3. Proven ability to work independently
4. Ability to work with diverse personalities, persons of all ages, ethnicity and sexual orientation
5. Computer skills including MS Word, Excel, Powerpoint; internet and email
6. Ability to establish a trusting relationship with traumatized clients, especially women and children
7. Excellent management and record keeping skills
8. Basic social work skills: listening, empathy, reflection
9. Ability to respect the need for confidentiality, especially for the high risk situation of trafficked persons or domestic violence victims
10. Ability to adapt to the changing needs of clients
11. Detail oriented
12. Ability to keep professional boundaries, code of ethics and address all personal issues, which may affect your work
13. A professional demeanor at all times including in high stress situations
14. Willing to work as part of a team

**Please send cover letter and CV in English to info.vn****@hagarinternational.org**

**Deadline for submissions: 30 August 2015**