

## **TERMS OF REFERENCE**

### Casual staff for End Trafficking in Persons Program (ETIP)

#### **Rationale**

ETIP is a five year programme (10/2011-6/2016), significant ETIP achievements has been Identified. ETIP team has been documenting key ETIP achievements, lessons learnt and good practices to present ETIP successes for potential replication. ETIP final evaluation will be done in Nov 2015 – January 2016. Coming phase of ETIP has been designing. Administrative works were required to close well the program with reflected successful achievements and design coming phase of ETIP.

**Duration:** August, 2015 to June 2016

**Report to:** ETIP Program Manager

#### **Responsibility:**

- Administrative works (document consolidation, consultancy contract preparation, logistic arrangement, meeting minutes making, Program interdependency administration etc.) and arrangement for program activities in Hanoi
- Develop documentation products that reflect well Program achievements
- Support for material printing of documentation
- Administrative work for final ETIP evaluation
- English-Vietnamese translation or review translated version
- Other administrative works as assigned by Program Manager to support for program interdependency, closure and designed coming phase of ETIP

#### **Requirement:**

- Bachelor degree
- Willing to learn, meet deadlines and work under pressure.
- Well-developed writing and in both English and Vietnamese.
- High-level computer skills.
- At least 1 years relevant work experience, prefer demonstrated basic capacity in project implementation
- Experience in INGO-funded project planning and implementation is an advantage