

AFAP Vietnam



Program Officer

The Australian Foundation for the Peoples of Asia and the Pacific (AFAP - now known internationally as Action on Poverty) is a secular, not-for-profit, fully accredited Australian non-government organisation (NGO) that was founded in 1968. Our mission is to be a leading agent for poverty alleviation through innovative and appropriate community-based development. We work directly with local partners that are independent agencies employing professionals with considerable skills, experience, and local knowledge throughout the Pacific, Asian and African regions. Its partners are well-established NGOs in their own right and have excellent working relations with respective local governments.

In Vietnam, AFAP was the first Australian NGO to be formally registered to work in 1996. Our programme focuses on improving health, income generation, good governance, food security and resilience to the effects of climate change. AFAP has developed a solid reputation as a principled, innovative, and pioneering NGO working with a wide spectrum of stakeholders ranging from policy makers, local authorities to civil society organisations (CSOs) and vulnerable communities.

AFAP Vietnam is currently seeking a qualified, highly motivated candidate who is ready to undertake a long-term commitment to the not-for-profit sector, for the position of Program Officer, to commence in October 2016. The position is to manage programs in the assigned areas and provide technical assistance local partners to ensure timely and effective project implementation, reporting, donor liaison and activity planning.

Position: ***Program Officer***

Type of contract: *One year (renewable)*

Work location: *Hanoi with travels to the fields*

Salary: *Negotiable based on qualifications and experiences*

QUALIFICATIONS AND EXPERIENCES REQUIRED

- At least 5 years of NGO administrative and project management experience;
- Experience working in rural development, sustainable livelihood, not-for-profit organisations/projects;
- Knowledge of, and interest in sustainable livelihood, market based approaches, governance, social policies and issues related to poverty reduction;
- Expertise on participatory planning and research methodologies;
- Track record in project proposal writing including budgets and logic frames;
- Excellent interpersonal and communication skills;
- Ability to work effectively within a team and to supervise/coach staff.

Education: Bachelor's degree in a relevant subject (development studies, rural development, economics, public policy). Master degree is preferable.

Language: Advanced English and Vietnamese, both spoken and written.

For more information, please see the attached [job description](#).

How to apply:

Please email your CV and cover letter in English with the subject line of:

“PO Application_Your name” by **24th September 2016** to recruitment@afapvn.org

Please be advised that we will only be contacting shortlisted candidates.

AFAP Vietnam is an equal opportunities employer and does not discriminate on grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation.