

Mission Officer

Call for Candidacies: Mission Officer - Position in Hanoi, Vietnam

Context of the position

Since 1998, BATIK International conducts solidarity projects, aimed to improve social and professional inclusion of weakened persons, in Europe, South East Asia and the South Bank of the Mediterranean Sea. The association develops several activities leaned on partnership and capitalization, as well as gender approach and CSR (Corporate Social Responsibility). Those actions are aimed in priority towards youth, women and migrants. The association commits itself to:

- Sustain socio-economical inclusion through supporting the creation of activities; international mobility; accompaniment in definition and realization of professional project.
- Reinforce capacities of organizations of the civil society through trainings, consulting and experiences sharing.
- Organize advocacy activities to favorize access to the rights.

In Vietnam BATIK International implements the Phu Nu Project – Socio-economical inclusion of migrant women workers in industrial and peri-urban regions of Vietnam, in partnership with two other organizations, the GRET and the CDI (Center for Development and Integration). This program, which has begun its second phase (2017-2020), aims to improve the living and working conditions of persons coming from the rural regions of Vietnam and who are now the main workforce of the factories operating in the periphery of the big cities of the countries.

This program also includes a specific action for the promotion of Women's Rights and for a better consideration of gender's problematics.

Description of the position

Object of the position: Insure the follow-up of the realization of the activities on the field and the implementation of a part of the project allotted to BATIK, namely the achievement of works in the collective housings areas, in order to improve the living conditions of the beneficiaries.

This position is under the responsibility of the Country Representative in Hanoi. The tasks will be done in collaboration with a Project Officer in charge of the financial follow-up and a volunteer supporting the activity of the representation.

Main missions and tasks (non-exhaustive list)

1. Supporting the Country Representative in Project Coordination

Phu Nu project is implemented by BATIK Int in collaboration with two other organizations, the GRET in the province of Vinh Phuc and the CDI in the province of Hai Duong. BATIK Int, as leader organization, is responsible for the coordination of the activities and the link with the funders.

The mission officer will assist the country representative in project's coordination, by making the connection with BATIK Int partners, beneficiaries and other actors working in the project's zones of intervention.

The missions' officer task would be the following:

- Coordination meetings preparation: Communication to the partners, support of the country representative for the elaboration of agendas, support in meetings' facilitation, writing of the reports.
- Steering committee preparation: Communication to the partners, support of the country representative in the elaboration of agendas, support in committees' facilitation, writing of the reports.
- Regular follow-up of the realization of activities by the partners and evaluation of the completion of the logical framework indicators.
- Follow-up of activities' planning.

2. Management of the common housing areas improvement funds.

During the second phase of Phu Nu project, BATIK International manages a common housing areas (where migrant women workers live) improvement fund. An external diagnosis would be conducted in the beginning of the project by an external consultant, in order to identify the most relevant works to improve the living conditions of residents and would serve as a guide for exchanges with landlords and women's clubs.

The missions' officer would have in charge the preparation, the follow-up and the control of the realization of the works on the field. The tasks would be:

- Follow-up of the completion of the initial study and of the writing of the report in connection with the external consultant.
- Dialogue and negotiation with the owners of the common housing areas.

- Follow-up of the implementation of the works: Communication with the workmen, collection of invoices, follow-up of that the works respects the initial diagnosis, control of the deliveries.
- Communication with women's clubs and local partners.

3. Support of the country representative in capitalization activities.

In Phu Nu project framework, BATIK International will be in charge of the production of capitalization documents aimed to improve the quality of the project's activities and to fuel the practices of international organizations working for the improvement of living and working conditions of migrant workers in Vietnam. A capitalization process will be conducted each year, and its results will be presented during multi-actors interprovincial meetings.

In this framework, the missions' officer will be responsible of the logistical organization of capitalization activities:

- Logistical organization of data collection: Organization of meetings with actors, conducting interviews and surveys.
- Preparation of inter-provincial multi-actors meetings: logistical organization, communication with partners and participants, writing of the reports.

Position's Conditions

Working Place: Hanoi

Duration of the Contract: One Year Contract

Beginning: April 2017

Schedule: Monday to Friday 9h – 12h / 13h -17h

Salary: 550 Euros (585 \$)

Constraints linked with the position:

Availability on the evening and during week-ends to participate in meetings and encounters with women's clubs members.

Regular trips (weekly) in the provinces of Vinh Phuc and Hai Duong, sometimes returning late in Hanoi (20 – 23h).

Candidate's Profile

- Studies: 3 years after graduation
- Minimum Experience of 1 or 2 years in a similar position.

Expected skills

- Training and/or experience in the development sector with NGO
- Knowledge of follow-up mechanisms.
- Knowledge of local actors of Vietnam (local authorities, public services, Women's Union, Labour Union)
- Perfect mastery of English and Vietnamese, French would be a plus.
- Knowledge of gender approaches would be a plus.
- Knowledge of capitalization mechanisms would be a plus.

Expected personal skills

- Autonomy (Ability to work alone and to manage your schedule)
- Ability to organize
- Ability to communicate and maintain links.
- Flexibility, adaptation ability.
- Writing and synthesis abilities.

Please send a cover letter and a CV before March, 11th 2017 to Mister Julien GUILLAUME, Country Representative at the following mail address: julienguillaume@batik-international.org .