

Operation Division Officer

RECRUITMENT FOR OPERATION OFFICER

Good Neighbors is an international, non-profit humanitarian organization that plans, implements and raises funds for the provision of services in child education, community development, health, sanitation, and disaster relief projects. Currently Good Neighbors has been operating in 37 countries, supporting approximately 17 million people, including about 10 million children.

Good Neighbors International in Vietnam (GNI) is implementing Community Development Projects (CDP) based on child sponsorship in 3 provinces; Tuyen Quang, Hoa Binh, and Thanh Hoa. GNI is working in main areas as child sponsorship and education, water and sanitation, income generation, etc. in 9 CDPs and is managing about 10,000 sponsored children.

Job title: OD Officer (Operation Division Officer)

Effective date: March 2017

Department: Operation Division

Location: Vinh Loc - Thanh Hoa

Reports to: Project Manager

Type of contract: Full time

1. KEY WORKING RELATIONSHIPS

Internal: Country Director, Managing Director, OD Manager/Officer, IG Team Leader, Admin-Finance Manager/Officer, PM, Project Officers

External: GNI's Donors, Partners, Governmental Officials, INGOs, Communities

2. MAIN DUTIES

Implement all activities related to project especially in Water-sanitation sector in Vinh Khang commune.

- Cooperate with Community Development Committee (CDC) to prepare detailed plan for project activities.
- Implement and monitor activities of building ditches, dissemination and training on environment and sanitation for communities.
- Prepare usual and unusual report in time, adequately and accurately as required by competent authority level.

- Contact with partners, state departments to handle ongoing works, such as Provincial Department of Natural Resource and Environment, People's Committee at district and communal level.
- Ensure the project progress as devised plan.

Participating in implementation of CCD's activities.

- Provide support in activities concerning community capacity development in 05 target communes in POA.
- Participate in survey, evaluation on water use status, problems relating to environment and sanitation at the project site.

Implement other relevant tasks or required tasks:

- Cooperate with staffs in other Divisions to handle tasks according to regulated order and procedures.
- Follow organization's principles, regulations and strengthen the internal solidarity
- Suggest ideas to improve the project activities.
- Implement other tasks as required by competent authority level.

3. QUALIFICATIONS REQUIRED

Education

- All eligible applicants are specialized in these following
- Education: Bachelor degree in relevant field.
- English Language: Basic

Work experience

- At least 01 year of working experience, applicant working in related fields.
- Be experienced in conducting research, analysis

- Experience and skills of project management, including planning, implementation, monitoring, evaluation and partnership;
- Experience in working independently and with the team;
- Experience in community development or with NGO

Skills

- Be able to read and communicate in English;
- Be good at organizing, team work and interpersonal skills;
- Own good computer skills including MS Office package (Word, Excel, PowerPoint).

Attitude

- Sociable, responsive, committed working with GNI one year.
- Teamwork
- Accountable

4. HOW TO APPLY

Interested candidates are invited to send their application (including a cover letter and GNI's Employment Application form as attached) to Human Resource Division via the email address recruitment@gni.org.vn or to the Head Office address: Good Neighbors International in Vietnam, 17th Floor, Block A, Song Da Building, My Dinh I, Nam Tu Liem, Hanoi no later than 28th February 2017. We are very sorry that only short-listed candidates will be contacted for interviews.