

Partnership and Fundraising Officer; Program Finance Officer

The Institute for Studies of Society, Economics and Environment (iSEE) is an independent non-profit organization working for an equal, democratic and tolerant society. In response to the organization's development, iSEE is looking for qualified candidates for 02 positions:

- 01 Partnership and Fundraising Officer
- 01 Program Finance Officer

Joining iSEE, you will have the opportunity to bring changes to the disadvantaged minority communities, and contribute to the development of a humane society. Joining iSEE, you will be working with a group of professional, creative, and enthusiastic colleagues with diverse expertise, gender, ethnicity, sexual orientation and gender identity.

RESPONSIBILITIES OF PARTNERSHIP AND FUNDRAISING OFFICER

- Develop and implement iSEE's partnership and fundraising strategy based on the organization's strategy and annual plan, with the support of the management team and the Institute Council
- Participate in designing programs and projects, and create grant proposals
- Build and manage iSEE's public relations and partnerships, focusing on private sector
- Develop fundraising and communication tools

Requirements

- A Master's degree preferably in management, communications, development, public policy and social sciences
- At least 3 years experience in development, communications, civil society, corporate social responsibilities or related fields;
- Strong presentation, writing and negotiation skills
- Ability to handle multiple tasks and deadlines with limited supervision
- Fluent in written and spoken English and Vietnamese
- Committed to the values, principles and working practices of iSEE, including social equality, rights-based approach and respect diversity.

RESPONSIBILITIES OF PROGRAM FINANCE OFFICER

- Manage project budget and provide regular update for management team and staffs
- Check and ensure compliance of project expenses with iSEE and donors requirements
- Update regularly changes on donors' financial requirements
- Compose project financial reports
- Be in charge of budgeting for the organization and new projects
- Support program staffs in project financial management
- Provide training and coaching for staff fin in financial system and procedures
- Participate in organizations' training, meetings and other functions.

Requirements & Expectations

- Have bachelor's degree or higher, preferably in accounting, finance and banking or management
- Have project finance management capacities (budgeting, monitoring and reporting), and partnership management
- Have ability to work independently, responsibly and complete the work within deadline
- Have good communication and leadership skills
- Pay attention to detail
- Fluent in written and spoken English and Vietnamese
- Commit to the values, principles and working practices of iSEE, including social equality, rights-based approach and respect diversity.

These positions have competitive salaries, 2-year contract with possibility of extension. 2 months probation starting from the date that the contract is signed, with 100% benefit according to iSEE's policy.

Applicants please send application (including a cover letter clearly stating the applied position and reasons that you are interested in that position; and a detailed CV) to Ms. Bui Thu Ha

at tuyendung@isee.org.vn or mail to: Ms. Bui Thu Ha, Institute for Studies of Society, Economics and Environment (iSEE), Room 203, Lake View Building, D10 Giang Vo, Ba Dinh, Hanoi by 17h00

February 26, 2017.

Detailed Job Descriptions can be obtained by writing Ms. Ha at tuyendung@isee.org.vn

iSEE is a fair employer.