

RECRUITMENT FOR INCOME GENERATION 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 more than 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 over 10,000 sponsored children.

Job title: Income Generation Officer

(IG Officer)

Effective date: April 2017

Department: Operation Division
(OD)

Location: Thinh Lang, Hoa Binh province

Reports to: OD Manager, IG Team
Leader, Project Manager (PM)

Type of contract: Full time

1. KEY WORKING RELATIONSHIPS	
Internal	External
Country Director, Managing Director, OD Manager/Officer, IG Team Leader , Admin-Finance Manager/Officer, PM, Project Officers	GNI's Donors, Partners, Governmental Officials, INGOs, Communities
2. MAIN DUTIES	
<p>As an IG Officer, he/ she will implement these following tasks:</p> <p>1. Develop income generation programs for households:</p> <ul style="list-style-type: none"> - Research and design household income generation, IG group (IGG) appropriated with actual situation of the project area; - Promote, develop operations collaborated with local partner for income generation of the project area; <p>2. Implement income generation activity:</p> <ul style="list-style-type: none"> - Survey to establish new IGGs in project area; Carry out all procedures to establish new IGGs and cooperatives; 	

- Support IGGs, cooperatives to build up constitution, business plan;
- Guide registration procedures, document preparation of newly registered IGG members, HED fund members;
- Regularly monitor and supervise operation of IGG, cooperatives; Collect feedback and check information received, support and promote activities of IGG,;
- Regularly visit, monitor the use of loan by HED fund members; ensure the loans are used for the right purpose, and reimbursement regulations;
- Support IGGs, cooperatives, households, partners in the process of buildup proposals; Submit to Project manager for approval;
- Support actively IGG, households and other beneficiaries implementing activities timely and effectively;
- Counsel and assist IGGs, cooperatives, households making production – business plan, financial management plan when needed;
- Coordinate with the CDCs (Community Development Committees) , local authorities, the group management board to withdraw revolving fund from households;
- Manage revolving fund and be responsible to project manager and Head Office about efficiency of revolving fund operation in the project;
- Participate in preparation of POA (Plan of Action) for Income generation;
- Actively search, contact with potential customers for selling IG products;
- Deliver IG development policies, programs or projects from HO (Head Office) to target beneficiaries;
- Record, track, store documents and data related to the IG activities; participate in evaluating the effectiveness, results of operations, report to project manager and HO;
- Do other tasks assigned by IG team leader, Project manager and HO.

3. QUALIFICATIONS REQUIRED

Education: Bachelor degree in Economics, Economic Development, Finance, Management Sciences, Business Administration, Marketing and related fields.

Work experience:

Experience in implementing programs or projects related to supporting interest groups and developing cooperatives and other fields, supporting income generation activities for the poor living in urban areas

Skills

- Ability to work independently and

Attitude

- Sociable, responsive, committed working

work with the team; ▪ Ability to work under pressure; ▪ Good organizing skills and interpersonal skills; ▪ Good skill in computer use: Word, Excel, PowerPoint and Email ▪ Basic written and spoken English skill.	with GNI at least 01 year. ▪ Teamwork ▪ Accountable Nationality: Vietnamese
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4. HOW TO APPLY

Interested candidates are invited to send their application (including GNI's Application form, a letter of motivation and a CV with a portrait photo 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 20th March 2017*. We are very sorry that only short-listed candidates will be contacted for interviews.