

Income Generation Officer



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 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 6 CDPs and is managing about 10,000 sponsored children.

Job title: Income Generation Officer (IG Officer)

Department: Operation Division (OD)

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

Effective date: July 2017

Location: Quyet Chien, Tan Lac, Hoa Binh province

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

1. Directly coordinate and implement the field activities of the project of supporting the development of Quyet Chien cooperative growing fresh vegetables, Tan Lac district, Hoa Binh province.
2. Research, design and develop the suitable activities to support effectively both production and consumption for Quyet Chien cooperative growing fresh vegetables.

3. Support for cooperative management board in organizing the activities and managing the cooperative effectively.
4. Support for Cooperative and related partners in planning, implementing the necessary activity steps and registering timely the necessary quality certificate for products of Quyet Chien project.
5. Contact, coordinate with consultants and experts to deliver training, technical consultation for members of cooperative in order to produce the suitable products with safe standard.
6. Report daily the activities of Quyet Chien project for management board and whenever requested by management board.
7. Implement other related works or by the request.
 - Coordinate with staffs in other related divisions to settle with the works according to regulated procedure.
 - Abide the regulations of the organization and endeavor to increase the internal solidarity.
 - Propose ideas to improve the project works.
 - Implement other works as requested by managers

3. QUALIFICATIONS REQUIRED

Education:

Bachelor degree in public university with relevant fields: Economic, Agriculture, Agriculture Economic...

Work experience:

- Having experience in supporting farmers to develop economic and micro finance management.
- Experience and skills of project management, including planning, implementation.
- Monitoring, evaluation and partnership;
- Experience in working independently and with the team.

Skills

- Ability to work independently and 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.

Attitude

- Sociable, responsive, committed working with GNI at least 01 year.
- Teamwork.
- Accountability.

Nationality: Vietnamese

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 28th July 2017*. We are very sorry that only short-listed candidates will be contacted for interviews.