



Save the Children, the world's largest independent organisation for children, delivers immediate and lasting improvements to children's lives in over 50 countries through emergency relief and long-term development.

Save the Children in Vietnam (SC) works to promote every child's rights to survival, protection, participation and development as set forth in the UN Convention on the Rights of the Child. The current programme focuses on the following core sectors: Health and Nutrition; HIV/AIDS prevention; Care and support; Education; Child protection; Child-focused emergency preparedness and response; Child rights agenda, including Civil society development, Economic opportunities, Child poverty Research, and Advocacy for child-friendly development policy and practice.

### **Vacancy: Project Officer**

**Based in Hanoi**

We are looking for a Vietnamese national for the position of Project Officer for project on empowerment of migrant and HIV affected children, their families and caregivers to effectively participate in local policy development and implementation processes. The successful candidate will be based in Hanoi with travels to project sites.

### **Job Purpose**

Under supervision of project manager the post is responsible to ensure effective implementation of the project's activities and task assigned to attain goals and objectives of the project, including overseeing project work-plan performance, participating in project planning, budgeting, implementation, monitoring, reporting and programme development.

### **Key Competencies**

- University degree in a relevant discipline
- 3 years experience working in development projects
- Understanding of HIV and AIDS and children's issues preferable
- Experience in working directly with people/children living with HIV and AIDS (care and support or counselling)
- Familiar with Government, UN and NGOs' work in Vietnam
- Good presentation, facilitation and training skills
- Fluent spoken and written English
- Good analytical and report writing skills
- Good communication skills and positive attitude to team work
- Good computer skills in Word, Excel, and Email
- Ability to travel to project sites

### **A full job description is available at the website:**

<http://www.savethechildren.net/vietnam/vacancies/index.html>

Please send CV and a completed application form, details of three references and a covering letter addressing the list of competencies to:

**HR section, Save the Children - E3, Ngoai Giao Doan Trung Tu, 6 Dang Van Ngu - Dong Da, Hanoi or by Email: [hr-sc@savethechildren.org.vn](mailto:hr-sc@savethechildren.org.vn)**

The closing date for application is 20<sup>th</sup> July 2010 at 5pm. Applications will be treated in confidence. Due to the volume of applications we receive, only short-listed candidates will be contacted and CVs cannot be returned.

Save the Children is an equal opportunities employer. Our selection processes reflect our commitment to the protection of children from abuse, and our people are as diverse as the challenge we face. We welcome applications from all qualified candidates, regardless of age, disability, HIV/AIDS status, race, national origin, religion, or sexual orientation.