



## **POST DETAILS PACK**

### **POSITION: PROGRAMME OFFICER**

**140 Ta Quang Buu Street, Hue City, Thua Thien Hue Province, Vietnam**

**FULL-TIME: 40 hours per week.**

**Salary: 3,000,000 - 4,000,000 VND at 40 hours/week**

**The recruiting manager for this post is Mr Graham Buckley. If you have any job related questions please email [management@huehelp.org](mailto:management@huehelp.org)**

**Hue Help reserves the right to carry out a criminal record check for this post.**

Dear Applicant

Thank you for your interest in this vacancy. Please find enclosed an application form, further information about the vacancy and what it's like working for Hue Help. Your application is important to us and we want to make our recruitment process as easy as possible. Please take a few minutes to read the following notes and, if there is any other assistance we can provide, please do not hesitate to contact us by emailing [management@huehelp.org](mailto:management@huehelp.org)

- Shortlisting for interview will be based solely on the information you provide on the application form. Please include evidence of how you meet each of the criteria set out in the person specification, providing examples where possible.
- Should you need to use supplementary sheets when completing your application, please make sure that these are clearly marked with both your name and the post you are applying for.
- Please return your application by e-mail to [management@huehelp.org](mailto:management@huehelp.org)
- All applicants shortlisted for interview will be contacted as soon as possible. If you are not invited to interview and would like feedback please contact the recruiting manager, Mr. Graham Buckley ([graham.buckley@huehelp.org](mailto:graham.buckley@huehelp.org))
- We hope you find our recruitment process easy to follow and well administered. However, if you are not happy with our service or have other feedback please contact us at [management@huehelp.org](mailto:management@huehelp.org)

**Please note that all applications must be made online. We will send invites to interview and other recruitment correspondence by email.**

## HUE HELP CHARITY

### Job Description

Hue Help has is an International Non-Governmental Organisation (INGO) based in Thua Thien Hue but operational across Vietnam. Our programmes are designed to improve the health, education and future prospects of children in Vietnam. Please visit [www.huehelp.org](http://www.huehelp.org) for further information.

**Job Title:** Programme Officer

**Reports To:** Country Director (Vietnam)

### Purpose of Job:

As a Programme Officer, you will play a vital role in the day to day running of our programmes as well as all aspects of our operations. You will be willing to travel frequently, work independently as well as part of a team and take responsibility for a busy and variable workload. You will be passionate about helping people and communities and able to communicate effectively with a wide variety of people. You will need to be able to work flexibly, both in terms of location and time, to meet the needs of the organisation.

### Core Responsibilities:

- To manage and support the day to day operations of Hue Help's programmes in Vietnam, including travelling as the job requires.
- To monitor and evaluate Hue Help's programmes.
- To identify, maintain and develop relationships with our partners.
- To help identify funding opportunities for Hue Help, including completing grant applications and corresponding with current and future donors.
- To write reports, articles and newsletters.
- To translate from Vietnamese to English and vice versa as required.
- To help keep Hue Help's social media and website current and up to date.
- To complete financial reports and manage funds in accordance with policy and procedure.
- To keep your line manager and the management board up to date with work.
- To complete administrative procedures as required.
- To liaise with programme stakeholders, including government and non-governmental organisations, to ensure programmes run effectively.
- To professionally represent Hue Help to a wide range of stakeholders and donors.
- To have a deep knowledge and understanding of the Hue Help programmes and to be a source of information about Hue Help when necessary.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that Hue Help reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## **HUE HELP CHILDREN'S CHARITY**

### **Person Specification**

**Job Title:** Programme Support Officer

**Directorate:** Hue Help

#### **Essential Criteria:**

- Experience in managing or coordinating people and/or teams.
- Experience working with NGOs and working with people of different nationalities (voluntary or professional).
- An excellent command of spoken and written Vietnamese and English.
- The ability to form professional relationships with people of different ages, gender and nationalities.
- The ability to work independently and in teams.
- The ability to work under pressure and a willingness to take on significant responsibility.
- A Vietnamese motorbike drivers license and to be comfortable riding a motorbike with passenger.
- The ability to work flexibly and travel as required.
- Experience working with children.
- Excellent administrative skills.

- Computer literate, able to effectively use Microsoft Office.

**Desirable Criteria:**

- A Bachelor's degree or equivalent qualification.