Job Description

Title: Senior Project/Research Officer

Work place: in Hanoi with field trips (average 30-35% of time)

Reporting line to: CSDP’s Director and Head of Project/Research Unit

Working with: CSDP’s members and associates

Tasks:

Taking on the role of a Senior Project/Research Officer for consulting and research activities with the following tasks:

1. Searching and approaching potential projects and implementing consulting/research activities including:
   - In collaboration with CSDP’s members and associates, searching and approaching potential projects; Drafting proposals for consulting/research projects;
   - To prepare plans, report outlines, tools, questionnaires for consulting/research activities;
   - Taking a part in organizing (and when needed, leading) the missions for field works (preparations of work plans, documents, logistics, liaisons, conducting field surveys, collecting data...);
   - Taking a part in data processing, drafting and finalizing consulting/research reports, presenting the results of consulting/research activities;
   - Taking on the role of Team Leader/Research Project Leader as appropriate to the capacity and expertise for consulting/research works as requested.

2. Responsible as CSDP’s focal point of in-depth knowledge for at least one theme on sustainable development; regularly updating information on sustainable development policies in order to promote and conduct consulting/research activities.

3. Contact and liaise with partners and clients for CSDP’s work requirements.

4. Taking part in CSDP’s general events and activities; Responsible for promoting and strengthening CSDP’s profile in public relations, liaisons, communication... inside and outside the centre office.

5. Undertake other tasks as requested by CSDP’s Director.
**Qualification requirements:**

1. Post-graduate diploma in development economics, business administration, social sciences or relevant fields;

2. At least 3-5 year working experience in project/ research works (experience as Team Leader/ Research Project Leader will be an advantage);

3. Strong analytical, synthesizing, reporting and presentation skills;

4. Good in English (speaking and writing commands);

5. Familiar with MS Office, Outlook, Internet Explorer (familiar with statistics software like SPSS, STATA... will be an advantage);

6. Capacity to work independently as well as in teams;

7. Ability to cope with workloads;

8. Good interpersonal skills.

**Contract duration:** one (01) year for the 1st working term. The contract will be reviewed for extension at the expired date (for a long-term position).

**Working time:** average 40 hours/week (Monday to Friday)

**Entitlement:** in compliance with Labor Code and CSDP’s regulations.