CO - DIRECTOR

Job Title: (Inter) national Project Co – Director of Human Trafficking Peace House Project
Starting date:

Duties & responsibilities:

Management Tasks
- Provides CWD with capacity building in management and in social work skills.
- Has the responsibility in cooperation with project team to secure that all project activities are implemented according to the project plan.
- Working in coordination with Project Director and project team to work out the operational plan for three months ahead.
- Supports the Project Director in recruiting the staff for all positions according to the project plan and helps to work out/adjust ToR and job descriptions.
- Supports the Project Director in good management skills/human resource management and in setting up and implementing a monitoring system (M&E) for all activities as described in the assigned project plan.
- Refer and report to Project Director and donor (AECID); synthesize the technical reports of the project.
- Participates in internal and external workshops relevant for human traffic issues.
- Participates in networking with the Reintegration Network and other counterparts and contributes to the enhancement of the network by active participation and by providing materials and experience from the project.
- Supports management team in implementing a clear strategy for outreach activities and in participating in all activities to intensify the referral system.
- Develops together with project team a target group oriented communication/awareness raising activity and communication material for different stakeholders and the public.
- Communication with the donor AECID
- Other taks required by the Project Director and Steering Committee

Tasks regarding Social Work Skills/Empowerment of staff:
- Provides the shelter staff with capacity building in running the shelter by offering social work counseling/teaching and by developing an external training plan relevant for the different staff.
- Supports the Shelter Manager in the management of the shelter in terms of a: Working protocol, report system, working plan, documentation of “Best practices” and lessons learnt.
- Sets up in cooperation with Shelter Manager a monitoring system in social work/ evidence based analysis.
- Supports the Shelter Manager in human resource management.
- Participates in meetings/workshops together with Shelter Manager with key sectors like police, health providers, border guards etc.
- Works out in cooperation with Shelter Manager and project team a plan of action for all activities in the shelter project and makes an annual work plan with clear indicators to monitor the progress.

Qualifications & Competencies:
• At least 8 years of demonstrated experience in development initiatives
• Academic and professional background related to Development and / or Gender / Social Work or other related filed, at least master degree
• Substantive knowledge of monitoring and evaluation of development project
• Experience related with key development agencies and major donors required.
• Knowledge and experience related to gender equality and mainstreaming
• Good management skills
• Experience and proficiency in Vietnam is an advantage
• Experience related to Human Trafficking with development agencies and major donors is an asset
• A demonstrated understanding of AECID and Vietnam Government principles is an asset
• Excellent English writing and communication skills
• Experience leading multi-national teams
• No above 65 years old
PROJECT CO DIRECTOR SECRETARY CUM INTERPRETER

Job Title: Project Co Director Secretary cum Interpreter

Starting Date:

Duties & responsibilities:

- Assist the Co-director and the international advisor in preparing plans and logistics, organizing workshops, trainings, trips, etc;
- Carry out core administrative duties such as drafting correspondence, taking notes at meeting as a basis for minutes, filing of documents, general mailing and correspondence;
- Liaise with partners, local authorities, ministries and related agencies
- Arrange appointments and meetings;
- Interpret bilingual communication at meetings, workshops, training courses, field trips and others as assigned by Project Co-Director;
- Translate documents and reports assigned by Project Co-Director;
- Logistics
- Ensuring the office filing system and records are properly maintained and up dated in accordance with the existing framework for easy retrieval
- Assist other activities of the project as required.
- Other tasks as required by the Director, Co Director and Steering Committee

Qualifications & Competencies:

- University degree (good ranking or above) in English;
- At least 2 years working experience in similar positions, experience with development projects, working and/or studying in English speaking country are preferable;
- Knowledge and experience in the field of trafficking in person, gender and development is an advantage
- Good team work and communication skills.
- Good knowledge of office management operational practices and procedures
- Advanced computer skills, proficiency in accounting software packages and use of e-mail and Internet
- Capacity to work independently and as part of a team, and willingness to travel to communes as needed
- Fluency in spoken and written Vietnamese and English is essential.
- Ethical, responsible and enthusiastic
- Thorough understanding of relationships with relating agencies (such as MOLISA, Police, WU, etc.)
TERMS OF REFERENCE FOR PROJECT CHIEF ACCOUNTANT

Job Title: Project Accountant

Starting Date:

Duties and Responsibilities:

- Be responsible for the smooth functioning of the project administration and ensure timely and efficient support to subproject activities consistent with the rules and regulations of the project.
- Carry out periodical accounting and financial planning, disbursement, daily transactions with the Bank offices, etc.;
- Implement, monitor and control flows, transactions, project assets, procurement, etc.;
- Keep accounting and financial records as required by the Vietnam government and donor’s rules;
- Prepare accounting and financial reports and provide support in auditing works; Prepare financial reports as per procedures of donors;
- Work with relevant stakeholders in the programme to ensure smooth accounting and financial activities.
- Report and refer to Project Director, Advisor / Co Director
- Other tasks as required by the Director, Co Director and Steering Committee

Qualifications and Competencies:

- University degree in accounting and finance; master as an asset
- At least 4 years of proven working experience in similar positions in international fund projects;
- Good knowledge of Vietnamese Accounting Standards and financial management rules, knowledge in research funding is an advantage;
- Competence in using Windows application software, knowledge in accounting and financial software is an advantage.
- Thorough understanding of relationships with relating agencies (such as MOLISA, Police, WU etc.) is an asset
- Good knowledge of office management operational practices and procedures
- Advanced computer skills, proficiency in accounting soft ware packages and use of e-mail and Internet
- Capacity to work independently and as part of a team, and willingness to travel to communes as needed
- Fluency in spoken and written Vietnamese and English is essential.
- Ethical, responsible and enthusiastic
TERMS OF REFERENCE FOR ADMINISTRATIVE AND FINANCIAL SUPPORT OFFICER

Job title: Administrative and Financial Support Officer
Starting date:
Duties & responsibilities:
- Maintain office records and reference files on related activities; receive, screen and route correspondence; send and receive e-mails and fax correspondence;
- Assist the chief accountant project
- Assist the project team in organizing project activities, workshops, etc. including cost estimates, logistics, and necessary administrative support;
- Prepare financial reports as per procedures of donors;
- Act as interpreter at workshops, meetings as required;
- Provide support and guidance to co operational and implementing partners on the CWD and AECID administrative and financial regulations and practices.
- Logistics
- Other tasks as required by the Director, Co Director and Steering Committee

Qualifications & Competencies:
- University degree or higher technical training or formal training and certification in management, finance and accounting
- A minimum of two years of proven practical experience in general administration work, at least two years of experience in working for development projects, experience in working with vulnerable women and children is an asset
- Thorough understanding of relationships with relating agencies (such as MOLISA, Police, etc.)
- Possessing good relationships with Women’ Union Units of all levels
- Advanced computer skills, proficiency in accounting software packages and use of e-mail and Internet
- Capacity to work independently and as part of a team, and willingness to travel to communes as needed
- Fluency in spoken and written Vietnamese and English is essential.
- Ethical, responsible and enthusiastic
SHELTER MANAGER

Job Title: Shelter Manager

Starting Date:

Duties & responsibilities:

- Manage and organize activities in the shelter
- Assign tasks, lead and supervise for the shelter team
- Preparing the working and expediture plans for shelter
- Contribute to good, inspiring and professional working environment
- Set up and follow working schedule for staff to keep deadlines
- Thorough understanding of relationships with relating agencies (such as MOLISA, Police, etc.)
- Possessing good relationships with Women’ Union Units of all levels
- Administrate and follow up with reporting system
- Cooperate with project officers and co operational partners
- Report the shelter operation progress to project office and synthesize the reports of shelter
- Other tasks like other social workers and as required by Project Director and / or Steering Committee

Qualifications & Competencies:

- University graduated in Sociology or social studies or any alternatively a person with similar /relevant skills; and / or academic background in basic services, development or related fields
- Knowledge monitoring and evaluation and working experience in development projects, at least 6 years
- Management experience, at least 5 years
- Knowledge and experience related to gender equality
- Knowledge of participatory and community participation
- Experience related to Human Trafficking is an asset
- Experience with development agencies is an advantage
- Good communicator, team player
- English writing and communication skills
- Experience in working with vulnerable women and children is an asset
- Strong understanding of the Human Trafficking issue
- Capable of offering counseling and supervision of staff/colleagues
- Ethical, responsible and enthusiastic
SOCIAL WORKERS / CASE MANAGERS

**Job Title:** Social Worker / Shelter for Human Trafficking  
**Starting date:**  
**Duties & responsibilities:**
- Receive and welcome new arrivals according to “best practice”
- Interview new arrivals and follow the regulation of ‘best practice’
- Ensure that new arrivals understand and accept the internal regulation of the shelter
- Identify the needs of the resident and initiate activities according to these with empowerment approach
- Initiate recreational and social activities
- Attend regular shelter meetings to review cases, share information about new arrivals
- Facilitate family visits as initiated by resident and agreed by the CWD. Provide information and support for family tracing while maintaining confidentiality for family members
- Provide colleagues with relevant information of the residents of whom she is in charge
- Other tasks as required by the Director, Co Director and Steering Committee

**Qualifications & Competencies:**
- University graduated in Sociology or social studies or any alternatively a person with similar/relevant skills.
- At least one year of experience in working for development project, experience in working with vulnerable women and children is an asset
- Willing to learn and to be trained to obtain the skills needed to offer the appropriate support to the victims of Human Trafficking.
- Good cooperative, interpersonal and communication skills
- Willing to travel according to needs of residents
- Fluency in English is an asset
- Ethical, responsible and enthusiastic
**KINDERGARTEN TEACHER / CHILD CASE MANAGERS**

**Job Title: Educational Social Worker / Teacher:**

**Starting date:**

**Duties & responsibilities:**
- Cooperate with current teacher to work out a transparent learning curriculum for the children based on their ages, sex and needs
- Cooperate with shelter staff to build up the capacity to deal with the children
- Support the children in difficult situations and facilitate good relationship with mother and child
- Arrange the activities for children out of the house once or twice per month in the weekend
- Participate in trainings and supervision from others
- Other tasks as required by the Director, Co Director and Steering Committee

**Qualifications & Competencies:**

This position will be shared between working in the Kindergarten (30 – 50 %) and in the Shelter

- University graduated in Sociology or social studies or any alternatively a person with similar /relevant skills.
- At least one year of experience in working for development project, experience in working with vulnerable women and children is an asset
- Willing to learn and to be trained to obtain the skills needed to offer the appropriate support to the children and mother who are either victims of human trafficking or domestic violence
- Good cooperative, interpersonal and communication skills
- Willing to travel according to needs of residents
- Ethical, responsible and enthusiastic
- Graduated from University with relevant studies about the psychology of children with special needs/ or similar professional skills
- Willing to study and learn methods about the special needs of children, who have witnessed violence from father to mother.
- Capable of supporting the child in its difficult situation and support the good relationship between the mother and child.
- Work out in cooperation with current teacher a transparent learning system for the children – based on their ages, sex and ever changing needs.
- Cooperate appreciatively with the shelter staff to build up their capacity to deal with the children and give support to the mothers.
- Arrange activities – in or out of the house – for the residents with children – once or twice a month during the weekend.
- Willing to work either on a Saturday or Sunday every second week.
- Willing to participate in training/supervision from either Project Manager and or International Advisor.
- English speaking is an asset