

## Job Description

### Programme Officer, Youth Integrity

<b>Job title:</b>	Programme Officer, Youth Integrity
<b>Location:</b>	Hanoi
<b>Starting Date:</b>	October 2020 (subject to funding approval)
<b>Key responsibilities:</b>	To support TT's Youth Integrity Programme
<b>Position Type:</b>	Vietnamese national post, full-time (5 working days/week)
<b>Contract duration:</b>	3 years (years 2 and 3 to be confirmed subject to funding and performance)

#### 1. Background information

Towards Transparency (TT) is a Vietnamese non-profit consultancy company founded in 2008 to contribute to prevention and fight against corruption. In March 2009, TT became the National Contact of Transparency International (TI) in Vietnam. TI is the global civil society organization working to stop corruption. TI works through National Chapters, National Contacts and other partners in more than 100 countries. Its international secretariat (TI-S) is based in Berlin, Germany.

Since 2009, TT has been together with TI-S designing and executing TI Vietnam Programmes 2009-2012, 2013-2015 and the ongoing 2016-2020 strategy. TI/TT's activities aim to contribute to effective implementation of anti-corruption (AC) policies and practice in the public sector, private sector and society towards reducing corruption in the country.

Currently, TT is looking for a dynamic, passionate and professional candidate to fill the position of **Programme Officer, Youth Integrity** to join our team. S/he will mainly support the implementation of the two projects under TT's Youth Integrity Programme: 1/ the on-going 4-year project "Empowering Youth in Promoting Integrity in Vietnam" funded by Irish Aid from January 2018 - December 2021, and 2/ the 3-year project "LIFT Vietnam: Youth Leaders of Integrity for a more Transparent Vietnam" funded by European Union from October 2020 - September 2023 (waiting for final approval of funding). The two projects have the following main activities:

- **Youth Integrity Survey (YIS) 2021:** This 4th YIS edition will provide insights into young people's understanding of integrity, their concrete experiences and challenges when exercising integrity in daily life. *YIS 2021* will provide recommendations for different stakeholders to enable youth to choose and practice integrity.
- **Vietnam Integrity Schools (VIS) 2021-2023:** *VIS* creates a peer-to-peer learning and integrity-building environment for young people to learn about and practice integrity. TT has organized 4 integrity schools to date with the participation of 186 motivated youths from across Vietnam. *VIS Alumni* not only have increased knowledge and understanding of integrity but also take concrete action to promote integrity in their community. Since 2019, *VIS* has been organized by *VIS Alumni* with TT's coordination, coaching and support (***VIS team***).
- **Exchanges between Vietnamese and European youths:** A group of youth integrity champions (***YIF team***) will join a learning exchange in Europe in 2021 in order to organize the *Youth Integrity Forum in Vietnam (YIF)* in 2022, a forum for youth integrity leaders, influencers, organization/network representatives from Vietnam and EU. These activities aim to build bridges between the EU and Vietnam in terms of understanding and knowledge on integrity values.
- **VIS Mini Grant 2020-2023:** Annually, TT provides technical and financial support to *VIS Alumni* to initiate and implement integrity-promoting initiatives. This activity provides space for *VIS Alumni* to practice what they learn from *VIS* and to spread the integrity value to the wider community.

This position constitutes an exciting opportunity for a highly motivated and conscientious candidate, combining youth empowerment, programme support, and project management skills to deliver one of the key areas of TI/TT's strategic works in Vietnam. The position also offers stimulating opportunities for learning and self-development

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<b>Responsibilities</b>	<p><b>1. Programme Management Support:</b></p> <ul style="list-style-type: none"> <li>• Work with the Programme Coordinator and relevant stakeholders to develop the projects' work plans and budgets.</li> <li>• Lead (one) programme's component(s) that suit(s) the Programme Officer's interest and strengths. After the probation period, the Programme Officer can discuss with the Programme Coordinator the component(s) s/he wants to take charge.</li> <li>• Provide support in preparing the project reports that meet the donors' requirements.</li> <li>• Involve in developing and writing proposals for new projects to sustain TT's youth work.</li> </ul> <p><b>2. Event Organization Support:</b></p> <ul style="list-style-type: none"> <li>• Work with the <i>YIS</i> International Research Coordinator to facilitate the research and organize the <i>YIS Launching Workshop</i> to disseminate <i>YIS</i> results to targeted audience.</li> <li>• Coordinate with the Programme Coordinator and youth groups (<i>VIS</i> team, <i>YIF</i> team, etc.) to organize internal planning meetings to build their capacity and prepare for project activities.</li> <li>• Provide assistance for <i>VIS teams</i> (one team per year, different alumni recruited) to support them successfully organize <i>VIS 2021</i> (two schools), <i>VIS 2022</i> (one school), and <i>VIS 2023</i> (one school).</li> <li>• Provide assistance for <i>YIF team</i> to successfully organize the <i>Youth Integrity Forum in Vietnam</i> in 2022.</li> <li>• Organize other events, meetings, and workshops as requested.</li> </ul> <p><b>3. Administrative and Logistics Support:</b></p> <ul style="list-style-type: none"> <li>• Provide administrative support to the Programme Coordinator in processing procurement and preparing documents such as MOU with partners, contracts with volunteers/consultants/service providers, etc.</li> <li>• Make travel arrangements for the youths and partners involved in the project activities (<i>VIS</i> team, <i>YIF</i> team, etc.), including preparation of travel documents, working with the Office Admin to book services, etc.</li> <li>• Provide administrative support for <i>VIS teams</i> and <i>YIF team</i> to process procurement and pay service providers to organize <i>VIS</i> and <i>YIF</i>.</li> <li>• Support the grantees under the annual <i>VIS Mini Grant</i>, including preparing MOU, providing financial guidelines, processing procurement and paying service providers/consultants.</li> <li>• Draft correspondence to send to governmental agencies, partners, etc. when necessary and required.</li> </ul> <p><b>4. Other Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Perform other organizational tasks as assigned by the Programme Coordinator.</li> </ul>
<b>Reporting line</b>	<b>To Programme Coordinator, Youth Integrity</b>
<b>Job Requirements</b>	<p><b>Personal qualities:</b></p> <ul style="list-style-type: none"> <li>• A strong believer in the power of education, the empowerment approach, and youth's ability to act on their own authority to make changes.</li> <li>• Strong interest in and an ability to engage with young people at individual level to inspire and enable them to grow individually and as a community.</li> <li>• Ability to exercise equal power and participatory decision-making when working with youth.</li> <li>• Strong attention to detail, comfortable with repetitive task.</li> <li>• Ability to self-manage and work without close supervision.</li> <li>• A team player with strong interpersonal skills, addressing conflicts once they arise.</li> <li>• Ability to organize and complete multiple tasks by establishing priorities.</li> </ul>

	<ul style="list-style-type: none"> <li>● Open-mind, willing to learn and apply new concepts.</li> <li>● Comfortable working to tight deadlines with high-quality delivery.</li> </ul> <p><b>Skills and Qualifications:</b></p> <ul style="list-style-type: none"> <li>● University or higher degree in Education, Social Sciences, or other relevant fields.</li> <li>● At least 2 years of relevant and practical work experience.</li> <li>● Experience in organizing educational/community events.</li> <li>● Strong programme/project supporting skills, especially in providing logistics and administrative support.</li> <li>● Project management experience, including budget management and reporting skills.</li> <li>● Experience in any youth mobilization and engagement project, and/or any non-formal training and education targeting youth is a distinct advantage.</li> <li>● Familiarity with the community/youth empowerment approach is a strong preference.</li> <li>● Excellent English and Vietnamese skills (written and spoken).</li> <li>● Strong computer skills, including but not limited to MS Office, G Suite.</li> </ul>
<p><b>Gross Annual Salary package</b></p>	<p>200,000,000 VND – 240,000,000 VND depending on experience and qualification. The package is:</p> <ul style="list-style-type: none"> <li>● inclusive of Social Insurance, Health Insurance and Unemployment Insurance contributed as well as personal income tax (PIT) paid by the employee.</li> <li>● exclusive of Social Insurance, Health Insurance and Unemployment Insurance contributed by the employer.</li> </ul>
<p><b>Deadline and application details</b></p>	<p>Interested candidates should send their application (motivation letter, CV and contact details of 3 references) in English to <a href="mailto:hr@towardstransparency.vn">hr@towardstransparency.vn</a>.</p> <p>The application should be clearly marked “<b>Programme Officer, Youth Integrity</b>” in the email title. The closing date for applications is <b>31 August 2020</b>. Only shortlisted candidates will be notified.</p>