

Job Description

01 Senior Programme Coordinator, and 01 Programme Officer Media, Women and CSOs Programme Citizen Engagement Component

A. 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 official National Contact of Transparency International (TI) in Vietnam.

[Transparency International \(TI\)](#) is the global civil society organisation working to stop corruption. TI works through National Chapters, National Contacts, and other partners in more than 100 countries. Its international secretariat is based in Berlin, Germany.

Currently, TT is looking for 2 dynamic, passionate and professional candidates to fill the positions of Programme Coordinator and Programme Officer. They will join TT's team to implement its **Citizen Engagement Component** under TT's new 2021-2025 Strategy. The Citizen Engagement Component includes 2 programmes: 1/ Youth Integrity, and 2/ **Media, Women and CSOs**, which is the subject of this job announcement.

The Citizen Engagement Component aims at **empowering and increasing space for citizens to engage in anti-corruption to achieve the following two key changes:**

1. Citizens, including youth and women see better the benefits of integrity and take action to challenge corruption; and
2. CSOs and media increasingly engage in anti-corruption.

The requested positions will contribute to the above changes through implementation of **three-interlinked projects**¹, separately financed (with a total budget of EUR 470,000/3 years), with the following key interventions:

1. **Improve capacity of Vietnamese journalists to use right to information (RTI) and open data for uncovering and reporting corruption:** In collaboration with local and international media partners, TT will organize training workshops to target around 120 – 180 journalists and organize *Media Awards* as incentives to encourage them to use RTI and open data to conduct investigations and cover corruption cases/acts.
2. **Improve awareness and capacity of civil society and citizens (CSOs) to use RTI and open data to demand for more transparency and accountability in the public sector:** TT will organize training workshops for CSOs on how to use RTI and open data to monitor and advocate for transparency and accountability in the public sector. Awareness raising communications campaign will also be conducted via social and mainstream media.
3. **Strengthen the implementation of the Law on Access to Information (LAI) and open data policy & practice:** TT will conduct an assessment of Vietnam's implementation of the Law on Access to Information (LAI), in line with its SDG commitments (Global SDG 16.10/Vietnam SDG 16.9). The findings and recommendations from the assessment will be used to advocate for effective enforcement of RTI.

In parallel, TT will conduct the first baseline study to assess open data policy and practice. We will use the result of the study to build civil society and journalists' awareness and understanding of open data concepts and

¹ Namely: “Promote the role of women in anti-corruption in Vietnam”, “Empowering the media and civil society for increased transparency and accountability in the public sector in Vietnam”, and “Strengthening the Civil Society and civic participation in Vietnam by promoting open data and e-government tools and principles”.

practice, in the context of both rising policy attention by the government and the launch of the government Data Portal (<https://data.gov.vn/>), the latter so far with limited engagement and participation by the civil society.

4. **Raise awareness of impacts of corruption on women and women’s role in anti-corruption and empower female leaders to fight corruption:** This work is underway. Currently, TT together with its local partner ISDS is conducting a study on gendered aspects of corruption that explores views, experiences, and attitudes of men and women regarding corruption, and how they cope with corruption. The research findings will serve as a basis for TT and ISDS to develop recommendations on policy and actions for relevant stakeholders, focusing on solutions to bring into full play the role of women in anti-corruption².

B. Jobs description³

1. Senior Programme Coordinator

Position Title	Senior Programme Coordinator - Media, Women and CSOs
Location:	Hanoi
Starting Date	March/April 2021
Job Status	Full time: 5 working days/week (40 hours).
Job Summary	This position will be leading the implementation of the media, women and CSOs’ component of the Citizen Engagement Programme. The ideal candidate will have a strong legal background, project management skills, advocacy experience and especially a good understanding of Vietnam’s anti-corruption legislation, notably 2016 Law on Access to Information and 2018 Anti-corruption Law.
Position Type	Vietnamese national post, full-time (5 working days/week)
Contract duration	34 months with possibility of extension (subject to funding and performance)
Key Responsibilities	<ul style="list-style-type: none"> • Coordinate the implementation of the Programme. This includes making sure of the timely delivery of the Programme’s activities; preparing bi-annual and annual project reports; organizing internal and external project learning reviews; • Lead in networking and relationships management with key concerned stakeholders from Vietnamese government, donor and international agencies as well as media agencies and CSOs; • Recruit international and national consultants, engage closely with them to secure the programme quality and outputs; • Monitor and provide update on key developments in the national laws, policies and institutions related to anti-corruption; • Support fundraising to sustain results of these projects post-2023 through identifying funding opportunities and providing technical inputs for development of project proposal/s; • Contribute to the successful delivery of the TT Vietnam Strategy 2021-2025 through other organisational tasks as assigned by the line manager.
Reporting line	To the Executive Director
People management responsibility	Yes, a Project Officer (see under).
Budget management responsibility	Yes. The position-holder will be responsible for the management of programme’s budget.
Job Requirements	<p>Skills and requirements:</p> <ul style="list-style-type: none"> • Post-graduate or university degree in Law, Political Sciences, Public Policy or other relevant field;

²Read here for further details: <https://towardstransparency.vn/en/launching-project-promoting-the-role-of-women-in-anti-corruption-in-vietnam/?print=print>

³ These job descriptions are intended as a guide and should not be viewed as inflexible; they may be adjusted from time to time in light of strategic developments, in discussion with the position-holders.

	<ul style="list-style-type: none"> • At least 5 years of work experience in relevant fields such as governance, public administration reform, preferably in NGO environment or donor-funded programmes/projects; Prior experience working in one of the areas concerned by the Programme will be a plus; • Demonstrable track record of accomplishments in policy and advocacy work; • Proven knowledge and insights on governance challenges facing Vietnam; • Excellent skills and proven experiences in multi-stakeholders coordination with a wide range of stakeholders from government, donor, media and CSOs; • Strong communication, networking, facilitation and presentation skills; • Ability to engage and persuade others; • Excellent Vietnamese and English skills (written and oral); • Proficiency in standard office software packages, especially MS Excel, Word and PowerPoint is required; • Research and analysis experience (desired); • Project management experience (required) ; • International experience (desired) ; and • Ability to travel, including international travel. <p>Personal qualities:</p> <ul style="list-style-type: none"> • Interest in and commitment to anti-corruption; • A reputation for and commitment to personal integrity and honesty; • An entrepreneurial, can-do approach; • Critical thinking and problem-solving capacity; • Willingness to learn, share and apply new concepts; • A focus on quality and continuous improvement; • A team player with strong interpersonal, inter-cultural and communication skills.
Annual Gross Salary package	<p>540,000,000 VND - 650,000,000 VND depending on experience and qualification. The package is:</p> <ul style="list-style-type: none"> • Inclusive of Social Insurance, Health Insurance and Unemployment Insurance contributed as well as personal income tax (PIT) paid by the employee; • Exclusive of Social Insurance, Health Insurance and Unemployment Insurance contributed by the employer.
Deadline and application details	<p>Interested candidates should send their application (motivation letter, CV and contact details of 3 references) in English to: hr@towardstransparency.vn The application should be clearly marked “Senior Programme coordinator” in the email subject title. The closing date for applications is 21 February 2021. Only shortlisted candidates will be notified.</p>

2. Programme Officer

Position Title	Programme Officer - Media, Women and CSOs
Location:	Hanoi
Starting Date	March/April 2021
Position Type	Vietnamese national post, full-time (5 working days/week)
Job Summary	This position will support the implementation of implementation of the media, women and CSOs’ component of the Citizen Engagement Programme, in close cooperation with the Senior Programme Coordinator
Contract duration	34 months with possibility of extension (subject to funding and performance)

Key Responsibilities	<ul style="list-style-type: none"> • Support the implementation of the Programme’s activities, in close coordination with the Senior Programme Coordinator. This includes making sure timely delivery of project activities; making bi-annual and annual project reports; managing internal and external project reviews; • Support networking activities with key concerned stakeholders from Vietnamese government, donor and international agencies and CSOs; • Support recruitment and management of external consultants, engage closely with them to secure the programme quality and outputs; • Support monitoring and providing update on key developments in the national laws, policies and institutions related to anti-corruption; • Support fundraising to sustain results of these projects post-2023 through identifying funding opportunities and providing technical inputs for development of project proposal/s; • Contribute to the successful delivery of the TT Vietnam Strategy 2021-2025 through other organisational tasks as assigned by the line manager. • Perform other organizational and programme’s tasks as assigned.
Reporting line	To the Senior Programme Coordinator - Media, Women and CSOs
People management responsibility	No.
Budget management responsibility	Yes. The position-holder will be responsible for the management of project budget under the guidance of the Senior Programme Coordinator.
Job Requirements	<p>Skills and requirements:</p> <ul style="list-style-type: none"> • University degree in Political sciences, Public Policy or other relevant field; • At least 2 years of work experience in relevant fields such as governance, public administration reform, preferably in NGO environment or donor-funded programmes/projects; Prior experience working in one of the three above-mentioned projects will be a plus. • Good communication, networking and presentation skills; • Excellent Vietnamese and English skills (written and oral); • Proficiency in standard office software packages, especially MS Excel, Word and Powerpoint is required; • Project management experience (required). <p>Personal qualities:</p> <ul style="list-style-type: none"> • Interest in and commitment to anti-corruption. • A reputation for and commitment to personal integrity and honesty. • Willingness to learn, share and apply new concepts. • A team player with strong interpersonal and communication skills.
Annual Gross Salary package	252,000,000 VND - 360,000,000 VND depending on experience and qualification. The package is: <ul style="list-style-type: none"> • Inclusive of Social Insurance, Health Insurance and Unemployment Insurance contributed as well as personal income tax (PIT) paid by the employee; • Exclusive of Social Insurance, Health Insurance and Unemployment Insurance contributed by the employer.
Deadline and application details	Interested candidates should send their application (motivation letter, CV and contact details of 3 references) in English to: hr@towardstransparency.vn The application should be clearly marked “Programme Officer” in the email subject title. The closing date for applications is 21 February 2021. Only shortlisted candidates will be notified.