



Country Program Advisor/Business Development Vietnam

CLOSE DATE: 12.01am (AEST), Friday 29 September 2017

Position Description

Country Program Advisor/Business Development

Country Office:	Vietnam
Location:	Hanoi, Vietnam
Position reports to:	CARE International Country Director
Position Type:	Full Time, Fixed Term – 2 years with potential extension

About ARE Australia

CARE Australia is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE Australia works with communities to help overcome poverty by supporting development projects and providing emergency relief. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities. We are primarily dependant on support from the Australian public to carry out our work.

CARE Australia is a member of the CARE International confederation. We strive for a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security.

For over 30 years, CARE Australia has earned an international reputation for our innovative, sustainable and effective long-term development projects. All our projects are designed to equip the people we support with skills and resources so they can take charge of their lives and work towards a better future. We are also renowned for our ability to respond quickly to emergency situations in countries as diverse as Myanmar, the Philippines and South Sudan.

CARE Australia is directly responsible for programme design, implementation, monitoring and evaluation, as well as management and contractual control of all projects. As a consequence, we have a high degree of accountability and transparency. CARE Australia is committed to protecting the rights of children in all areas we work around the world.

About CARE in Vietnam

CARE International in Vietnam (CVN) is a leading and dynamic organisation which has worked with Vietnamese partner organisations over the past 25 years in over 100 projects. CVN recognises that the key to achieving equitable development outcomes lies in shifting deeply rooted, structural underlying causes of poverty and social and gender injustice which contribute to exclusion and vulnerability of particular groups in society. CVN's long term programme goals are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) participate and benefit equitably from development, have a legitimate and respected voice, and are resilient to changing circumstances.

CVN works to empower women and their communities by strengthening and building individual, organisational and institutional capacities; by building partnerships (with civil society, government, and private sector) to facilitate long term sustainable change; by integrating climate change adaptation, mitigation and disaster risk reduction as key components of our programmes; and by supporting policy development and implementation through policy dialogue, advocacy and campaign. Impact measurement, documentation of sound evidence and accountability to all stakeholders plays a significant role in innovation as well as knowledge management and learning.

About the Role

The Country Programme Advisor/Business Development provides extensive technical support to CVN, to enhance programme development and fundraising, programme quality, knowledge management, learning and support alignment with organisational priorities. The role also develops the skills and capacities of national staff including gender equality and women empowerment approaches.

Specifically, the role is responsible for leading and supporting CVN's team in:

- Programme development (design, business development, proposal writing)
- Programme quality (support to MEL functions, introducing new approaches)
- Gender equality and women's empowerment
- Strategy development

Key Responsibilities

- Lead the programme/business development including coordinating new project designs and proposals, in alignment with CVN's programme priorities and donor guidelines, and strengthening donor relationships;
- Strengthen CVN's programme alignment, development and learning, and support institutionalisation of women's empowerment within existing and future projects;
- Work with CVN's team to put its programme approaches and new ways of working into practice and support specific project initiatives to advance programme priorities and innovation;
- Provide capacity building to programme teams to enhance capacities in one or more of the following areas: gender equality and women empowerment approaches, results monitoring and impact assessment, research, and civil society development strategies and practice;
- Contribute to the institutionalisation and documentation of effective programme development and management practice, and facilitate communication and interchange between Country Office staff;
- Assist with the coordination of regional (or multi-country) programming and liaison with CARE Member Partners;
- Lead and manage the Private Sector Engagement and Communications Specialists to ensure they deliver high quality, timely and effective programmes.

Selection Criteria

- Demonstrated and relevant overseas field experience in leading programme development (including project design and proposal writing) and programme planning - at a senior technical level (minimum 5 years);
- Advanced knowledge of development programme cutting edge thinking, concepts, analysis and tools, in one or more of CARE in Vietnam's thematic priorities including women economic empowerment, women voice, gender-based violence, climate change resilience and civil society development;
- Demonstrated experience in capacity building of staff and proven ability to lead, manage and mentor staff;
- Demonstrated high level organisational and time management skills including the ability to manage workflows and balance competing priorities to ensure timely processing to meet deadlines;
- Demonstrated understanding of gender equality and women's empowerment and a commitment to CARE's approaches and values including ethnic diversity and cultural sensitivity;
- Demonstrated ability to respond effectively to challenges, work effectively in a cross functional, diverse and busy team environment with minimal supervision;
- Excellent liaison and negotiation skills including the ability to build and maintain networks and relationships.

CARE Australia Terms and Conditions for Overseas based staff

Employment Type:	Full Time, Fixed Term
Position Title:	Country Program Advisor/ Business Development
Location:	Hanoi, Vietnam
Duration:	2 years with potential extension
Status:	Unaccompanied

Annual Remuneration Package:

Base Salary	\$62,531 USD
9.5% Superannuation or cash in lieu	\$5,940 USD
Total Package	\$68,471 USD

Housing - includes rent, basic furnishings and utilities

Overseas employees can access a reasonable and acceptable standard of accommodation appropriate to their location and position to an agreed level set by the individual Country Office.

Travel to and from Assignment

Travel will be provided to employees when travelling to an overseas assignment and return to the home of record upon completion of contract period.

Transportation of Personal Effects – 300kgs to posting and 400kgs back to home base

Transportation of personal effects will be provided by CARE Australia in accordance with the provisions in the CARE Australia HR Policy Manual according to length of deployment. This allowance helps meet the cost of transporting personal effects when overseas-based CA employees take up postings or return home from overseas postings.

Settling in allowance – \$610 USD

To assist employees with miscellaneous expenses associated with setting up a new residence a Settling in Allowance of up to USD 610 (unaccompanied) is payable, on the provision of receipts.

Home Leave

Employees working overseas who have successfully completed 1 full year of service with no interruption. Annual Home Leave includes 7 days leave and return airfare to deemed country of residence. Please note, this entitlement is only applicable to the successful candidate if the position is not based in their deemed country of residence.

Expatriate Medical & Accident/Illness Insurance

Full details of the application of insurance cover provided is listed in the Expatriate Medical & Accident/Illness Information Booklet. This policy has the benefits, liability limits and conditions as detailed in the policy underwritten by Accident & Health International Underwriting Pty Ltd.

Cover applies only whilst you are an expatriate employee working outside of Australia or outside your deemed country of permanent residency or citizenship. Your partner and dependants will also only be covered if they are accompanying you to the country of posting. This cover may not be applicable for accompanying partners and/or dependants if they take up employment with another organisation within the country of posting. They will need to ensure that appropriate insurance coverage is provided by their respective new employers.

Cover shall commence from the time you leave your normal residence or place of business in Australia or your deemed country, whichever is the place of departure for the commencement of the overseas posting.

Coverage is continuous on a full-time, 24 hours basis until you return (following the completion of the overseas posting) to your normal residence or place of business in Australia or your deemed country. Should you not go directly to your normal residence or place of business in Australia or your deemed country of residence, following the completion of your overseas posting, your cover ceases when your Employment Agreement with CARE Australia expires.

Extent of insurance coverage available may be limited by the legislation of the country of your posting.

Superannuation

Australian residents under Australian Taxation Law are entitled to receive statutory employer contributions towards superannuation and CARE Australia is obliged to pay these contributions into an approved superannuation fund fully vested in the name of the employee. Non Australians receive cash in lieu of superannuation.

Taxation for Australian expatriate staff

Please note that Australian tax residency is determined based on established principles within the taxation laws. It will depend on an individual's specific arrangements and circumstances. Residents and non-residents are taxed differently in Australia. You will need to take steps to ensure that your tax residency position has been correctly determined. Further information regarding tax residency can be obtained from the Australian Taxation Office (www.ato.gov.au) It is your responsibility to investigate any taxation obligations or requirements in the country in which you will be working. It is recommended that you seek independent financial advice.

Taxation for non-Australian expatriate staff

CARE Australia expatriate employees have the responsibility to investigate any requirements or obligations on their part to make payment of any income related taxation which may apply to them depending on their deemed country of residence.

How to apply and additional information

To apply:

To apply for a job with CARE Australia, please review the Candidate Information Pack and complete the online application form linked to the relevant vacancy on our careers page (<http://www.care.org.au/careers>). Please ensure you attach your response to the Selection Criteria, CV and cover letter at the bottom of our application form before clicking 'Apply Now'. Once you have submitted your application you will receive an automatic confirmation of receipt.

Applications close: 12.01am (AEST), Friday 29 September 2017

Before submitting your application, please ensure you can answer 'yes' to the following:

1. Have you thoroughly reviewed the candidate information pack, including the terms and conditions for the role?
2. Have you completed the online application form?
3. Have you uploaded your CV?
4. Have you addressed the Selection Criteria and uploaded your response?
5. Is your application succinct and informative?

Questions about the role?

Please contact Le Kim Dung, CARE International Country Director on +84 4 3716 1930 Ext. 168 or LeKim.Dung@careint.org (please do not email applications to this address).

Child protection

CARE Australia is committed to protecting the rights of children in all areas we work around the world. Applicants are advised that CARE Australia reserves the right to conduct police checks and other screening procedures to ensure a child-safe environment. For more details, please read our [Child Protection Policy and Code of Conduct](#).

Gender, diversity and inclusion

CARE Australia respects and values diversity, and does not discriminate on the basis of race, gender, ethnicity, age, disability, religion or politics. We are committed to embedding gender equality, diversity and inclusion throughout our organisational practices and in the programs we deliver and this commitment is reflected in all of our processes and policies, including recruitment and selection.

Our selection decisions embody transparency and fairness from the outset of a recruitment process through to the selection decision. This is demonstrated through advertising roles as broadly as possible and basing the selection of the successful applicant on merit. We endeavour to mitigate any potential bias through our selection committee shortlisting processes by ensuring all selection committees are comprised of gender balance and independence.

To ensure all candidates can compete on an equal basis in the application and interview process, CARE will provide reasonable accommodations for assistance where requested. If you have any requirements that need to be considered as part of your application process, e.g. interpreter, disability, longer time allocation for interview, etc, please do not hesitate to let us know.

The recruitment process and expected timeframes

CARE Australia appreciates the time and effort taken to apply for a position with us. We are committed to ensuring all recruitment processes are fair, efficient and transparent and we are committed to equal opportunity and diversity in the workplace. Below is some information on how our recruitment processes generally work and expected timeframes:

- All vacant positions are advertised on our website;
- Unless otherwise stated, roles are advertised for a minimum of 2 weeks;
- We aim to complete the short-listing process within 2-4 weeks following the close date of applications;
- Selection committee interviews are held for a select number of candidates either face-to-face or via the telephone, ideally within a month following application close date;
- Additional background checks may be required prior to interview such as Working with Children, Criminal History, Right to Work and Working Visas;
- Referee checking of the preferred candidates happens in the week following interviews. Referees will not be contacted without prior permission; and
- An Offer of Employment will ideally be made within a week of interviews.

If you have any requirements that need to be considered as part of this application process, e.g. interpreter, disability, longer time allocation for interview, etc, please do not hesitate to let us know.

Tips on how to prepare your application

Your application is the first step towards a rewarding career with CARE Australia and our first impression of you. Therefore, it is important that you give yourself the strongest opportunity to succeed right from the beginning. Our tips on applying for jobs is a helpful guide to writing your application, including responding to the selection criteria.

To improve your chances of selection we recommended that you:

- Thoroughly research CARE Australia, including our organisational goals, values, mission and vision;
- Carefully read the Position Description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications;
- Carefully read the Terms and Conditions and check whether you are eligible to apply, and that the salary and entitlements match your expectations; and
- If you wish to discuss the position, the selection process and the work environment, please phone the contact officer outlined in the candidate information pack.

To ensure your application is submitted correctly, please follow the online directions, complete all the necessary fields and provide all the relevant information. The steps are as follows:

1. Prepare your CV which clearly outlines your qualifications, contact details, career history, including your responsibilities and achievements in each of your roles, and any other relevant information.
2. Respond to the Selection Criteria which assists the Selection Committee to assess your suitability for the position. We recommend approximately half a page responses to each criteria.
3. An 'Apply Now' button can be found at the bottom of each vacancy announcement. This will take you to our online application form to complete.
4. Once you have completed the online cover form you will be prompted to upload your CV, response to the Selection Criteria and cover letter to finalise your application before clicking 'Apply Now'. Once you have submitted your application you will receive an automatic confirmation of receipt.

To ensure an informed assessment of your suitability and claims for the position is conducted it is recommended that you complete all parts in the application process.

Tips on how to prepare a CV

Your CV is one of the most useful tools in demonstrating your suitability for a role. When preparing your CV it is important to remember the following:

- Keep it simple and succinct, we recommend approximately 2-4 pages;
- List your relevant work experience in chronological order, starting from your current or most recent role;
- Do not just outline each position and employer, be sure to include your responsibilities and achievements whilst in each position;
- Ensure relevant personal information is provided such as your name, contact number, address and email address as well as any period where you might be un-contactable;

- List your qualifications, the institute in which you received them and the year;
- Outline at least 2 professional referees, their current role, contact details and their relationship with you. Friends, colleagues and associates are not suitable as referees.;
- Explain any gaps in your career (travel, having a family etc);
- Outline any relevant volunteering opportunities;
- Do not use abbreviations, slang or jargon; and
- There is no need to insert pictures or graphics, or attach any certificates or referee reports.

Tips on how to respond to selection criteria

It is important to not only rely on your CV when submitting an application. When addressing the selection criteria it is important to:

- Provide a clear and succinct statement against each selection criteria. We recommend approximately half a page for each criterion;
- Ensure you clearly understand what is meant by each criterion before preparing your response;
- Briefly outline how your skills, experience, qualities and knowledge enable you to meet the criteria and perform highly in the role, include an overview of your relevant experience, responsibilities, achievements and examples to demonstrate your suitability for the position. Your resume is a good place to look first at determining your relevant skills, experience and achievements;
- Use relevant and specific examples to support your claims, and clearly outline what your role was in the example;
- When structuring your responses you may consider utilising is the STAR model – that is:
 - S**ituation – provide a brief outline of the situation or setting
 - T**ask – outline what you did
 - A**pproach or action – outline how you did it
 - R**esult – describe the outcomes
- Be honest and factual; and
- Edit, proof and re-read several times to ensure there are no errors and that you have answered all aspects of the criterion.

Why work for us?

CARE Australia is one of Australia's largest international aid and development agencies. By working for CARE Australia, you will make a direct contribution to the ongoing fight to address global poverty. As an organisation that pursues best practice in the work we do, we seek to support our staff through offering a comprehensive package of salary and benefits to complement and enhance your work with us.

Here is a brief list of some of the benefits available to CARE Australia staff. Note that outside of Australia, some benefits may vary from country to country to take into account local needs and differences.

Packaging

As part of your overall salary, all Australia-based employees have access to our flexible and generous salary packaging scheme which you can tailor to suit your own needs. Our salary scales are reviewed annually to reflect the cost of living.

Workplace diversity and flexibility

As part of our business commitment to Gender Equity and Diversity, we recognise that our staff may need flexibility to manage their life outside of the office. At CARE Australia, we have a range of creative solutions that may be negotiated where possible, on a case-by-case basis, to help you balance work with life. Examples include alternative or reduced hours or job sharing arrangements.

Performance management

Our performance management framework helps you work closely with your manager to plan, manage, review and give feedback about your performance throughout the year, leading to a salary review based on your continuous improvement. Team work is part of our culture and we provide training to our staff and managers in communication and decision making skills to ensure we remain engaged with the work we do.

Leave entitlements

CARE Australia employees have access to standard annual, personal leave and additional leave in recognition of long service. We have paid Parental leave, and for staff on overseas postings we offer rest and rehabilitation leave and annual home leave in recognition of difficult working conditions.

Professional development

Our employees are amongst the best in their fields, and if an opportunity exists to help you continue to build your professional skills and prepare for future aspirations, our Professional Development opportunities will help you do just that. Ongoing staff who have been with us for longer than 12 months have the chance to apply for our Study Support scheme – helping you with reimbursements towards gaining a formal tertiary qualification.

Employee Assistance Program

Our company-paid Employee Assistance Program provides support to our staff and their immediate family members through a free counselling service where any work or personal issues can be discussed confidentially.

Please note, this represents just a small selection of the benefits available to CARE Australia staff and does not constitute a legally binding document. Entitlements and other development opportunities are often subject to a qualifying period.

Privacy Statement

Your privacy is important to CARE Australia (CARE). Please read this privacy policy carefully as it describes how we handle your personal information.

CARE is committed to protecting and securing the privacy and confidentiality of your personal information. If at any point you want to know more about our policy, or are worried about your own details, or have ideas on how we can improve our practices, do let us know via jobs@care.org.au.

Importantly, CARE is bound by the Privacy Act 1998 (Cth) (the “**Privacy Act**”) and the privacy provisions of other applicable legislation. In particular, CARE must adhere to the *Australian Privacy Principles* (“**APPs**”) in relation to collecting, holding, using, disclosing, securing and allowing access to your personal information.

We may revise this privacy policy from time to time by publishing a revised version on our website. That revised version takes effect from the time it is published.

Collection of personal information

CARE collects and uses personal information about you in relation to your application for employment of volunteer/intern engagements with CARE.

Your information is collected from you at the time you complete your application for employment or volunteer/intern engagement through our recruitment system. From time to time we may obtain personal information from third parties such as referee reports. When we do so, we will take reasonable steps to ensure that we make you aware of the collection of your information in accordance with Australian privacy law.

‘Personal information’ simply put is any information or opinion that can identify or be used to identify you.

During our recruitment process, CARE may conduct some or all of the following pre-employment screening checks:

- Confirmation of qualification/education levels;
- Confirmation of previous employment;
- Criminal history/background checks;
- Working with vulnerable children;
- Health check; and
- Reference checks.

Why does CARE Australia collect this information?

- To determine your suitability for employment or volunteer/intern engagement.
- So we can complete all necessary steps in preparing you for your employment or volunteer/intern engagement should you be successful.
- So we can contact you about your current application or future employment or volunteer/intern opportunity.

Disclosure of personal information

The information you provide us with will be disclosed to the CARE HR Branch and selection committee members directly involved with the recruitment process.

How CARE stores your personal information

Your information will be stored by our e-recruitment provider in the cloud on services located in Australia. We require this third party provider, through our agreements with them, to comply with our security guidelines and privacy laws.

Access to personal information outside Australia

We are an international organisation with internal information sharing between our country offices. This means that it is possible your personal information may be shared with our offices based outside Australia if selection committee members are based overseas.