



Peace House Shelter Project, PHSP, run by Center for Women and Development – a subordinate unit of Vietnam Women’s Union, was established as a joint effort by Vietnam Women’s Union and Spanish Agency for International Development Co-operation (AECID) to strengthen Vietnam’s effort to end trafficking in persons. PHSP aims to empowering and helping to reintegrate survivors; supporting to policy making and implementation and playing an active role to raise awareness of the societal impact of gender-based violence as manifested in human trafficking.

Need-based support services including safe accommodation; health care, counseling, vocational training, job placement, and legal aids are provided for women and children who are survivors of trafficking in persons. As a pilot model established in 2007, the Project has so far supported more than 250 trafficking survivors from different provinces and backgrounds across the country.

In 2013, the Project seeks to recruit the following position to support its activities:

- Position title: **Technical Assistant to Peace House Shelter Project supporting victims of trafficking in persons**
- Duration: 01 year (One year contract with 3 months probation period)
- Location: Hanoi, Vietnam (with travel to Northern provinces of Vietnam)
- Expected starting date: 30 November 2013

The Technical Assistant will work under direct supervision of Project Director and in close collaboration with Peace House Shelter Project staff members, in close dialogue with AECID. The Technical Assistance Consultant will support the implementation of project activities in Phase III with the following specific responsibilities:

- **Coordinate activities** in order to assure a proper scope of the project and adequate and efficient budgetary execution levels, taking in consideration the recommendations obtained in the midterm evaluation
- **Provide technical advice to Peace House Shelter Management Unit and Project staff** members to ensure effective and time-efficient implementation of project activities in Phase 3 to fulfill the project's objectives
  
- **Review and provide technical inputs on model consolidation, expansion, and transfer to MOLISA and sustainability strategies** (designing action plans, coordinating implementation, initiating dialogues)
  
- Provide technical assistance on the **designing, planning and reporting of project activities** (monthly plans, quarterly plans and yearly plans and reports)
  
- Provide technical input on the **budget planning and budget execution** of Project activities
  
- Assist Peace House Project staff in developing **high quality communication and awareness raising materials on human trafficking prevention and good shelter practices according to international standards**
  
- Provide technical assistance on **network strengthening and referral system development** of the project
  
- Act as the **coordinator between Peace House Shelter Project and AECID**
  
- Develop and support to the implementation of **monitoring and evaluation tools** for

### Project activities in Phase 3

- **Capacity building of the staff project** in planning, monitoring, evaluation and reporting
- Provide **technical support to related projects** of Peace House Shelter Project supporting victims of domestic violence within the organization

### **Expected outputs:**

- Peace House Shelter Project's objectives/results in Phase 3 are achieved in a timely and successful manner
- Strategy of sustainability of the model is in place, including clear proposal of model transfer to MOLISA
- Diagnostic and Plan of action for the improvement of the services provided by the shelter have been successfully developed
- Project's Action Plan, Monthly Plan, Quarterly plan are well-developed
- Progress reports are well-prepared and timely submitted to AECID
- Better information sharing and approval mechanism between the Project and AECID is developed and put into use.

- Monitoring and evaluation tools are developed and successfully applied for Phase 3 of the Project

## **Requirements**

- Master's degree or equivalent in Social Sciences, Gender Studies, Development of other related fields
- At least 4 years of sound working experience in gender-related or development fields and in multi-cultural backgrounds
- Good knowledge of gender issues in Asia especially in Vietnam. Knowledge/ research on human trafficking in Asia, especially in Vietnam will be valued.
- Good networking, teamwork and interpersonal skills
- Displays cultural, gender, religion, race, nationality and age sensitivity
- Proven experiences with project management and project planning
- Strong analytical, writing and communication skills
- Fluency in English and Spanish and excellent computer skills
- Innovative, flexible and result-oriented and pro-active

- Knowledge and experience in AECID bilateral programs and administrative mechanisms will be valued

- In good health and available for travel to the provinces

### **Remuneration package:**

We offer a position in a highly motivated project team, field visits to the provinces and interesting cultural environments.

A maximum of 40.000 EUR / year (inclusive of all expenses such as travel, health insurance, etc.) will be offered to the successful candidate.

Paid Leave: 23 working days

## **How to apply:**

If interested, please send your CV and Application Letter detailing your working experiences and why you wish to apply and how you find yourself suitable in this position by post or electronically **no later than October ,22 2013**

All the documentation will be sent **to both** the following addresses:

### **1. Peace House Shelter Project** supporting victims of trafficking in persons

Center for Women and Development

3rd Floor, Block B, 20 Thuy Khue Street, Tay Ho District, Hanoi, Vietnam

ATTN: Pepa Rubio Pueyo

Tel.: 043 728 1019 (Mon-Fri)

Email: [pepa@acid.vn](mailto:pepa@acid.vn)

### **2. AECID Office Vietnam**

18 Ngo Van So Street, Hanoi, Vietnam

ATTN: Ms. Nguyen Hong Hanh

Email: hanh@aacid.vn

Tel.: 043 928 7600