<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Program Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARTNER(S):</td>
<td>Vietnam Association of Community Colleges (VACC)</td>
</tr>
<tr>
<td>COUNTRY AND PLACE OF ASSIGNMENT:</td>
<td>Vietnam, Hanoi</td>
</tr>
<tr>
<td>CONTRACT DURATION:</td>
<td>12 weeks</td>
</tr>
</tbody>
</table>

**DESCRIPTION:**

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC). Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world's most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

The Vietnam Association of Community Colleges (VACC) is an association of community colleges in Vietnam, a social-vocational organization representing the common voice of universities, colleges and other training institutes following the community college model in Vietnam. The Association promotes the development of the life-learning model, positively contributing to the socio-economic development of Vietnam.

VACC would like to host a Program Officer to support in the coordination and implementation of various activities to support their members.

**RESPONSIBILITIES:**

- Provide administrative support to strengthen VACC's collaboration with foreign partners and their members;
- Support VACC in establishing and documenting strong administrative processes and procedures;
- Assist in editing and proofreading external English documents;
- Help mobilize Uniterra volunteers to organize workshops and/or training for VACC's members;
- Ensure the participation of women and youth, as well as their representation, in all
activities of and all program benefits; and
- Write reports required by VACC and the Uniterra program.

**QUALIFICATIONS:**

- Work, academic, internship or volunteer experience in editing and proofreading documents
- Strong presentation and communication skills
- Demonstrated ability to take initiative
- Ability to work independently and collaboratively in cross-cultural environments
- Written and oral fluency in English