

Project Officer (Zero Waste Management)

Vietnam

This assignment has been negotiated in good faith with the Partner Organisation, and the information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

ASSIGNMENT DETAILS

Assignment title	Project Officer (Zero Waste Management)		
Partner Organisation	Centre for Supporting Green Development (GreenHub)		
Location	Hanoi, Vietnam		
Website of Partner Organisation	www.greenhub.org.vn		
Duration of assignment	3 months	Start date	11/08/2021
Type of assignment	Remote	Australian Organisation	N/A
Time commitment	Full time (25 hours per week or more) (Remote volunteers only)		

PARTNER ORGANISATION OVERVIEW

The Centre for Supporting Green Development (GreenHub) is a Vietnamese, civil society organization under the Vietnam Union of Science and Technology Associations (Vusta) with oversight by the Ministry of Science & Technology, and with an CSO Registration Number A-1555.

GreenHub's Vision is the green development of Vietnam, and its mission is to connect communities and resources to embrace green lifestyle practices, sustainable production and nature conservation.

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ASSIGNMENT DETAILS

Assignment overview

The topic of domestic solid waste or plastic waste issue is quite new in Vietnam and we would like to have support from Australian Volunteer to provide input to our project development and implementation and strengthen our team's capacity. We will need support on various aspect of the project including advise on reporting, reviewing research and providing tools and information on communications materials.

We are flexible to have the volunteer work either full-time or part-time.

Assignment objectives

Strengthen capacity of Greenhub team in Zero Waste Management in various aspects including communications, project development and project implementation

Introduce staff to different communications and research materials related to zero waste management and themes related to it

To include all people directly affected by the volunteer assignment in the Partner Organisation and community, using strategies that promote: gender equality; inclusion of youth; inclusion of people with a disability; child protection and safeguarding; inclusion of marginalised groups.

Duties and responsibilities of the volunteer

Support staff and program in reviewing reports, research and communication materials related to zero waste management

Provide input to documents such as proposals, reports and media articles on zero waste and related themes

Support staff and colleagues in ways of accessing information on waste management as well as introduce them to different tools in accessing this information

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Selection criteria

High computer literacy, and comfortable with new media technologies and extensive use of online communication

Demonstrated experience in project development and implementation

Familiarity with environmental justice principles and practices

Diploma or higher degree in related fields

Desirable skills, language and experience

Experience working with NGOs or NPOs

Line Manager	Vu Ha Thu (Ms.) - Program and CSER Coordinator
Staff Supervision	No. The volunteer will just manage his/her job under managers' supervision.
Working relationships	Supervisor
Hours and days of work	
Leave	All volunteers are entitled to 20 days leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays.
Professional indemnity insurance <small>(Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment.)</small>	No - This assignment is not deemed to require professional indemnity insurance The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

LIVING AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Living allowance	N/A
Accommodation allowance	N/A
Language support	Language support is provided during the in-country orientation period. Most often, additional resources for further development later in the assignment will be available if required.
Country profile	Learn more about the host country location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process. https://www.australianvolunteers.com/countries/vietnam

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HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit: <https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally, and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com. Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more accessible.

Personal circumstances

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose:

- If they want their same-sex partner to accompany them on assignment.

- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.

(Delete any that do not apply)