



JOB OFFER – INTERNATIONAL NGO BATIK INTERNATIONAL

Part-time Gender expert & trainer – Hy Vong manager

Part-Time Gender expert & trainer	
Start of performance	As soon as possible – April 2021
Deadline for application	April, 4th 2021
Organization	NGO BATIK International in Vietnam
Conditions	PART-TIME (20 hours/week)
Location	Ha Noi
Sector	Gender – Training

Context – BATIK International

Founded in 1998, BATIK is a French non-governmental organization dedicated to **the enforcement of rights and the empowerment of vulnerable people and communities** by fostering capacity building and local initiatives for them to reveal their own potential and skills.

Empowerment, access to social rights and capacity building are the core objectives of BATIK. The organization also brings technical support to its peers (civil society actors) to allow them to improve their support to vulnerable populations (women, youth, migrants, etc.). Since 1998, BATIK has developed **36 projects for around 35000 beneficiaries** in various countries such as France, Algeria, Tunisia, Egypt, Morocco and Vietnam.

BATIK has been implementing actions **in Vietnam since 2002** and has ever since built strong relationships with various local partners. In Vietnam, BATIK has always been involved in activities promoting **women's rights and empowerment, and protection against violence**.

Currently, BATIK is implementing 2 projects :

- Phu Nu for the improvement of the living and working conditions of migrant women workers
- Hy Vong for the elimination of gender-based violence, especially against women

A more detailed description of both projects is available in the Annex of this document (Annex : Projects Description). Please read them carefully before applying.

For more information :

- Website : <http://batik-international.org/home>
- Facebook page : <https://www.facebook.com/BatikInternational.VietNam>

Job Summary – Key Mission

The Gender trainer & manager will provide gender expertise for the creation and review of training content on Gender in Vietnam as well as the lead and facilitation of training.

She/he will lead the coordination of activities with students and local authorities in the Hy Vong project and provide support in the creation of capacity-building training on Gender in the Phu Nu project.

This position is under the management of the Country Representative in Hanoi and the Director in Paris.

The work is carried out in collaboration with other team members in Hanoi as well as with support from headquarters in Paris.

Job description – Tasks

1. Gender trainer & manager for the Hy Vong project against gender-based violence – 70% of working time

*As described in the **Annex – Projects description**, a key part of the Hy Vong project is the Prevention of gender-based violence and gender stereotypes, through :*

- *The creation of 4 student clubs in Hanoi which receives training and open discussion sessions on gender, and which are supported in the implementation of their own project against GBV (one project/year/club). This activity is co-implemented with CSAGA.*
- *The creation of working groups with local authorities on gender equality, gender mainstreaming and the protection of victims of GBV.*

The Gender trainer & manager will be directly associated with these 2 activities and :

- Review and support the creation of training content and facilitation methods for student clubs with CSAGA and with the support of BATIK's Country representative
- Co-facilitate and co-lead the student clubs' trainings with CSAGA and report to the team
- Coordinate with universities, students and partners
- Provide technical support to student clubs on the implementation of their project
- Create analysis of needs and training content for the working groups with local authorities
- Support in the Monitoring and Evaluation of these activities, in view of the project's key objectives and indicators

2. Gender expert and trainer for the Phu Nu project for the improvement of living and working conditions of female migrant workers -20% of working time

- Support in the analysis of needs and creation of training content on Gender equality, GBV and women's rights in the garment sector
- Occasional facilitation of training on Gender equality, GBV and women's rights in the garment sector

3. Support on Fund seeking -10% of working time

- Punctual support in the drafting of applications for grants (thematic sections only or general support depending on the person's capacity and experience)

Overall, the Gender trainer & manager will carry out her/his work in full collaboration with the Country Representative as well as the Administrative and Financial & Phu Nu Project Manager. The Gender trainer & manager is expected to be proactive, autonomous, and transparent with the team.

Depending on the new projects likely to be coordinated, the repartition of working time and responsibilities, as well as the tasks of the administrative officer may change, after discussion and communication with the Country Representative.

TO BE NOTED : BATIK International fosters a learning and capacity-building approach for its employees. Therefore, the Gender trainer & manager can also get involved in other activities or tasks which she/he would be interested in (attending conferences or training, doing research, communication etc) and the team can also share key resources or information. This can be discussed with the Country representative and Headquarters, in view of the Gender trainer & manager's workload and priorities.

Academic qualifications, Knowledge, skills and abilities

- **Education :** relevant degree in gender studies, social sciences, international development, project management, international relations etc.
- **Experience :** minimum of 5 years in the non-private sector in a similar position (in gender-sensitive project management, multi-stakeholders' coordination, advocacy or monitoring and evaluation)
- **Main skills required :**
 - Gender expertise
 - Analysis of needs, creation and facilitation of training
 - Complete autonomy and proactiveness
 - Good organizational, writing, analytical and synthesis skills
 - Fund seeking and Monitoring & Evaluation skills is a plus
 - Fluency in Vietnamese and English (French is a plus)
 - Mastering the Office Pack
 - Flexibility, ability to adapt, to work in a team and in an intercultural environment

Conditions

Job conditions

- **Duration :** 4 months fixed term contract- renewable in August 2021- with a 30 working days probationary period
- **Location :** Hanoi, Dong Da District.
- **Availability :** as soon as possible, starting from April 2021
- **Hours :** 20h /week with flexibility in the specific working hours per week (depending on the training sessions planned)
- **Salary per month :** 15,000,000 VND gross salary, for a net salary of approximately 13,425,000 VND (depending on the candidate's calculation of individual income tax)

Specific conditions

Regular participation in student club meetings in Hanoi with the possibility of late return (9 p.m.)

Costs related to travel covered by BATIK International. Compensatory leave can be taken in case of working outside of regular schedule.

APPLICATION PROCESS

To apply, please send the following documents by email and in English:

- A **Curriculum Vitae** dated and signed by the candidate & including 1 referent person from a previous job position

- A **cover letter** expressing your motivation and skills

Send this email to Léna Collette (lenacollette@batik-international.org) by **April, 4th 2021.**

Please indicate in the subject line of your email: "**BATIK Int. Vietnam - Gender trainer & manager**".