

JOB DESCRIPTION

ACTION ON POVERTY IN VIETNAM

Responsible Tourism Specialist

Effective date: Feb 2024
Contract type: Definite-term (renewable).
Work location: Based in Hanoi, Vietnam with frequent travels to the fields
Reports to: Country Director

ABOUT US

Action on Poverty (AOP) is an independent, secular, nonprofit international development organisation with over 55 years of experience and a well-established network of grassroots connections. AOP operates across Asia, Africa, and the Pacific, delivering innovative and sustainable solutions to address systemic poverty challenges.

Our vision

All people thriving in a world without poverty.

Our purpose

To be the catalyst that mobilises and collaborates with changemakers globally to create environments free from poverty where communities can flourish. We partner with changemakers in local communities worldwide to transform innovative ideas into scalable, evidence-based, and cost-effective solutions that address the root causes of poverty. Our support and solutions are tailored to meet the specific needs and priorities of each community.

In Vietnam, AOP has led impactful development initiatives since 1989. This role focuses on providing enhancing AOP's communications and partnership functions to align with global strategies while delivering tailored support to in-country teams and partners.

ROLE SUMMARY

The Responsible Tourism Specialist will play key role in shaping the strategic design and facilitate realization of AOP's program (in and beyond Vietnam) in relation to tourism, with specific focus on the promotion of community-based tourism (CBT) models.

AUTHORITY

The position has autonomy to make decisions related to all assigned activities within the areas of assigned responsibility.

The position is expected to work closely with other team members and request support from other staff to ensure activities are implemented effectively and to a high standard.

KEY WORKING RELATIONSHIPS

Internal

- Vietnam Country Director;
- Program and Service Manager;
- Innovations and Products Development Director;
- Other staff in AOP;

External

- Tourism and CBT partners and networks;
- Government Officials;
- Institution/Universities;
- Donors;
- International and Vietnamese NGOs;

MAIN AREAS OF RESPONSIBILITY

Key Responsibilities	Specific Tasks	Expected Key Results
<ul style="list-style-type: none"> ▪ Strengthen AOP strategic program on responsible tourism. 	<ul style="list-style-type: none"> ▪ Work with senior management team to define the strategic design of AOP's program, and investment strategy on responsible tourism related activities with special focus on CBT. ▪ Strengthen the collaboration of AOP program with like-minded partners, especially market actors along the process of co-design, development and marketing of CBTs products. 	<ul style="list-style-type: none"> ▪ AOP's strategic paper, investment plan for responsible tourism program and Da Bac/AO-CBT business plan; ▪ Relationship with partners established and well maintained.
<ul style="list-style-type: none"> ▪ Ensure quality of AOP intervention on responsible tourism and CBT. 	<ul style="list-style-type: none"> ▪ Engage with other team members in AOP and partners in co-design, testing, development and marketing of CBT products. ▪ Provide technical advise to partners and AOP's staff during implementation of CBT and tourism related activities; ▪ Deliver/coordinate training, capacity building, coaching on responsible tourism to AOP staff and partners when needed; ▪ Conduct/coordinate studies, review and assessment on CBT, responsible tourism. 	<ul style="list-style-type: none"> ▪ Inputs provided; ▪ Training, coaching sessions conducted; ▪ Papers, reports, plans, concept papers, ideas produced.
<ul style="list-style-type: none"> ▪ Promote expansion of CBT and responsible tourism beyond AOP program. 	<ul style="list-style-type: none"> ▪ Represent AOP Vietnam at approved professional forums, meetings and/or conferences; ▪ Support Innovations and Products Development Director in documenting/synthesizing lessons and capitalization of AOP's intellectual products; ▪ Engage with government agencies to promote CBT and responsible tourism in government agenda; ▪ Promote the work of AOP through the presentation of professional reports, articles and papers for publication (as appropriate); ▪ Provide technical support for potential replication of CBT and tourism related activities in AOP program beyond Vietnam; 	<ul style="list-style-type: none"> ▪ Briefings on events, forums participated with lessons and follow up actions. ▪ Inputs provided; ▪ Papers, reports produced. published
<ul style="list-style-type: none"> 1. Fund Raising for responsible tourism and CBT. 	<ul style="list-style-type: none"> ▪ Identify potential donors, funding and investment opportunities in CBT and responsible tourism; ▪ In collaboration with management team to develop concept papers and proposals that comply with AOP's programming priorities and strategic directions; ▪ In collaboration with management team to develop plan, mobilize and facilitate materialization of co-investment opportunities on CBTs and other responsible tourism products. 	<ul style="list-style-type: none"> ▪ Inputs provided as assigned; ▪ Proposal, investment plan developed/submitted. ▪ MOUs developed and signed;

REQUIRED QUALIFICATIONS

- Education**
- Background in a relevant subject (Tourism, Economics, Marketing, Development Studies, Rural development, Public policy).
 - Master's degree and above is preferable.

- Work experience**
- At least 5 years' experience in the tourist related subjects, direct engagement in CBT development is preferred;
 - Experience working in both nonprofit and business sector is an advantaged;
 - Experience working in rural development, sustainable livelihood, climate change adaptation, not-for-profit business model in which a social mission is prioritized;
 - Experiences in working with government authorities in Vietnam.

- Technical knowledge and skills**
- Insight on responsible tourism development and marketing;
 - Insight on Environment, Social and Governance (ESG) principles;
 - Strong sense of culture and culture conservation approaches;
 - Understanding of legal framework for NGOs operation in Vietnam;
 - Sound understanding on community mobilization approach and tools;
 - Knowledge of, and interest in sustainable livelihood, market-based approaches, governance, social policies and issues related to poverty reduction;
 - Expertise on participatory planning and research methodologies;
 - Track record in project proposal writing and fund raising;
 - Documentation and report writing skills;
 - Excellent interpersonal and communication skills;
 - Ability to work effectively within a team and to supervise/coach staff;
 - Willingness to travel to project sites on a regular basis;
 - Flexibility including a willingness to learn and adapt to new situations;
 - Proficiency in Microsoft Suite (Word, Excel, Power Point) and digital tools and media for distant working;
 - Ability to use data analysis software.

- Languages**
- Fluent English and Vietnamese, both spoken and written.

- Attitude**
- Quality-oriented.
 - Diligent, proactive and independent.
 - Patient, friendly and supportive.

- Adherence to**
- Poverty and injustice eradication.
 - Gender equality.
 - Child protection.
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HOW TO APPLY

Submit CV and cover letter in English with the subject line “**Responsible Tourism Specialist – [candidate full name]**” to recruitment@actiononpoverty.org.

Please note that all applications will be reviewed on a rolling basis and the position will remain open until filled. Early applications by **25 Feb 2024** are highly encouraged. While we appreciate all responses, only shortlisted candidates will be contacted.

AOP in Vietnam is an equal opportunity employer and a child-safe organization. AOP does not discriminate on grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation. All employees, volunteers and interns are required to comply with AOP Policies. The successful candidate will be subject to reference checks, a police check, and a working with children check.