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**ENTREPRENEURS DU MONDE - ANH CHI EM PROGRAM**

**RECRUITMENT ANNOUNCEMENT**

**I. Overview about ACE**

ACE ([www.anhchiem.org](http://www.anhchiem.org)) is a microfinance program created by a French non-governmental organization - Entrepreneurs du Monde (EdM) in 2007 to operate microfinance activities in Dien Bien province based on the following legal basis:

1. Operational Registration issued by Department of Foreign Affairs belonging to Ministry of Foreign Affairs
2. Microfinance Program Resgistration issued by State bank of Vietnam
3. MOU with the People’s Committee of Dien Bien Province.

ACE’s capacity building services and pro-poor financial services have been designed and intrinsically combined to promote a social and sustainable approach of microfinance adapted to the needs of the most vulnerable, mainly Black Thai women living of farming activities.

**II. Recruitment information**

**1. Job position**

- Social worker (SW): detailed job description at <https://www.anhchiem.org/_files/ugd/e1e7e5_56058c723184411393eedd61af89f23b.pdf>

- Veterinary and agricultural worker (VET, AW): detailed job description at <https://www.anhchiem.org/_files/ugd/e1e7e5_46406479150e4c20beabe85c200dcb45.pdf>

- Internal Auditor (IA): detailed job description at <https://www.anhchiem.org/_files/ugd/e1e7e5_0a8b88dc827d4bbdbb0873afc90a89bf.pdf>

- Community Credit Officer (CCO): detailed job description at <https://www.anhchiem.org/_files/ugd/e1e7e5_320feaf9d8e244a69184be73f9f0605f.pdf>

- Branch Assistant (BA): detailed job description at <https://www.anhchiem.org/_files/ugd/e1e7e5_d4bd6afbd5944beca448a40836737e60.pdf>

- Agricultural Adviser Management (AM): detailed job description at <https://www.anhchiem.org/_files/ugd/e1e7e5_9121bbb38f654355a1a5c154b7eaec91.pdf>

- Interpreter temporary: detailed job description as att file.

- Salary: negotiable

- Allowances: gasoline, phone, business expenses

- Health insurance, social insurance, unemployment insurance according to regulations

- Working hours: 8 hours/day, off on Saturday and Sunday

- Holidays: According to current law

**3. Application documents include:**

- Application letter (clearly stating the position applied for)

- Degree and certificates related to the position applied for

**4. Application contact information**

- Submit your application at the main office or the nearest branch office (office addresses please visit: https://www.anhchiem.org/contact)

- Send your application via email: ace@anhchiem.org

- Or submit by post to the Program's headquarters: No. 56, Group 02, Nam Thanh Ward, Dien Bien Phu City, Dien Bien Province. Phone number: 0215 3826.828

**5. Application deadline**

No later than Apr 15, 2025. However, the recruitment process may end earlier if a suitable candidate is found.