

LIVE AND LEARN FOR ENVIRONMENT AND COMMUNITY (LIVE&LEARN)

JOB DESCRIPTION

Position title: Environment Officer (EO)

- Workplace:** Hanoi, with domestic travels
- Term:** 2 years (annual performance review)
- Start date:** As soon as possible
- Reports to:** Project Coordinator

BACKGROUND:

Established in Vietnam in January 2009, Live&Learn's mission is to reduce poverty and foster greater understanding and action towards a sustainable future through education, community mobilization and supportive partnerships. Live&Learn is also a member of Live&Learn Environmental Education (www.livelearn.org), with rich working experience in sustainable community development and education in the Asia-Pacific.

Since 2009, Live&Learn has been recognized as an innovative and dynamic organization that delivers:

- **Awareness raising and capacity building:** Building necessary knowledge, skills and values for environment sustainability through participatory learning methods and processes (interactive discussion, debates, forums, educational games, action-oriented training courses, etc.).
- **Action:** Facilitating youth-led and community-based actions by fostering ideas and initiatives; providing demonstration projects to showcase good practice and highlighting lesson learnt and providing technical and financial support.
- **Networking and advocacy:** Connecting and engaging different sectors (government authorities, business sector, NGO networks and media) in different development topics. Using innovative tools of information, communication and technologies including social platforms, online and offline forums, to promote good practices to a wider audience and connect different groups.

LiveLearn provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other legally protected status.

JOB SUMMARY:

The position of **Environment Officer (EO)** will join Live&Learn's meaningful work through supporting environment work across the project's activities and the organization and promoting the Citizen Science and Research Translation program. This Program is designed to bridge science, policies and practices, in which EO will co-work with technical experts and partners to conduct different activities including environmental studies, learning/sharing events and facilitate environment education and community action programs. This program is to increase local actors participating in environment monitoring and management through citizen science and research translation.

The EO shall contribute to achieve environmental projects and programs' goals and objectives, supporting the learning process for the organization and project team to develop, implement these projects and programs efficiently and effectively. That includes promoting collective actions by local actors and networks of youth, schools, communities, the private sector and the Government of Vietnam. This position is expected to ensure good collaboration and coordination with project team and partners for having common understanding, knowledge and good practices sharing of environmental issues and solutions.

KEY RESPONSIBILITIES:

1. Promote the development of the citizen science and research translation program (40%)

- Facilitate citizen science and research program and initiatives, including air quality monitoring using low-cost air sensors and satellite data; waste audits; motorbike clinics; health impacts studies, etc;
- Facilitate and connect stakeholders (technical experts, government and media organizations, etc.) to increase access to and use of science data.
- Mobilize resources (financial and in-kind) to strengthen education, science, technology, and innovation on environmental quality monitoring;

2. Promote knowledge management and good practices on environment (35%)

- Collect, update and develop learning, education and communication materials to meet stakeholders' needs, particularly on environment topics (clean air, clean water and zero-waste, green living, etc);
- Collaborate with other colleagues and volunteers to assess and identify the needs, situation for education/communication and interventions from target audiences and collect good examples from relevant resources to develop tailor-made and relevant materials, guidelines and interventions;
- Connect and build knowledge management and communities of practices on environmental protection topics, that includes building an up-to-date directory of materials/stakeholders on relevant environmental studies and solutions from local and international resources; and
- Practice, promote and out-reach good practices on environment protection with schools, youths, communities, businesses and government agencies.

3. Contribute to other programs (25%)

- Collaborate with other Live&Learn colleagues on joint projects and environment programs, including energy, coal cookstoves, burning agriculture waste, green transportation;
- Maintain good communications and relationships with relevant partners;
- Develop work plans and project reports to support Project Coordinator in comply with donor's requirement and Live&Learn's internal system;
- Think creatively and out-of-the-box about new ways to promote learning and actions for sustainability as Live&Learn's mission; and
- Other supporting administrative and finance tasks to the team when required.

REQUIREMENTS

- Diploma/Bachelor's degree in Environment Management, Air Monitoring and Management, and other relevant technical program.
- Demonstrable skills and sound knowledge in researches, especially researches for Air Pollution and its health impacts is an advantage.
- Relevant working experiences (environment, technology, research, data management, etc.)
- Desired skills:
 - ✓ Strong facilitation, communication and training skills
 - ✓ Good networking skills with diverse stakeholders (NGOs, government, etc.)
 - ✓ Enthusiastic, honest and trustworthy
 - ✓ Ability to prioritize with minimal supervision and work independently as well as function as a member of a team
 - ✓ Ability to travel to project sites
- Other requirements:
 - ✓ Good reading/writing skills in English and Vietnamese
 - ✓ Good computer skills – Microsoft Word, Excel and Power Point

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of development at the sole discretion of management.