



## **JOB TITLE**

**Database Manager (part time)**

## **REPORTS TO**

General Director

## **POSITIONS REPORTING TO THIS ONE**

None

## **Job Summary**

This position is responsible for creating reliable reporting and management data on KHCs activities. This is fundamental for relating KHCs impacts to all stakeholders and to the continuous improvement of the organization.

## **Responsibilities**

- Design database (data on volunteers, events, impacts, etc.)
- Input data as needed
- Create reports

## **Requirements**

- University bachelor's degree in database management, computer science, or another related field
- 1+ years proven work experience in database management
- Good English and Vietnamese language skills - written and verbal
- Solid organizational skills
- Critical thinking and problem solving
- Strong working knowledge of relevant software

## **KPIs**

- Efficient database design
- Timely input of data
- Production of relevant reports

## **Job Details:**

- Part time, 4 hours per week
- Flex-time, may include both weekdays and weekends depending on event activities
- Location: KHC Office, located at 587 Lac Long Quan, Hanoi, and volunteer project sites

## **Compensation**

- Volunteer to start with transition to paid
- Salary is negotiable but KHC is committed to paying a living wage