



## **JOB TITLE**

**Government Liaison (part time)**

## **REPORTS TO**

General Director

## **POSITIONS REPORTING TO THIS ONE**

None

## **Job Summary**

The government liaison is a critical position that ensures smooth operations via informing local officials of upcoming activities and securing permission from local government authorities when needed. In addition, this person will seek support and contributions (typically in-kind) from the local government to increase the effectiveness of KHC activities. Lastly, the liaison will help create alignment between KHC and government goals and activities.

## **Responsibilities**

- Meet with local officials to increase confidence and support in KHC
- Secure permits for activities when necessary
- Work to resolve unexpected government related challenges
- Maintain good relations between KHC and government officials

## **Requirements**

- University bachelor's degree in communications, public relations, political science or another related field
- 3+ years proven work experience in government relations
- Excellent English and Vietnamese language skills - written and verbal
- Solid organizational skills including attention to detail and multitasking skills
- Critical thinking and problem solving
- Strong working knowledge of Microsoft Office

## **KPIs**

- Timely securing of permits
- Improved relations with local government officials
- Resolution of obstacles that may arise
- Increased practical support from local government

## **Job Details:**

- Part time, 10 hours per week
- Flex-time, may include both weekdays and weekends depending on event activities
- 50% local travel for meetings with local officials primarily
- 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