



JOB DESCRIPTION
PROJECT OFFICER

ORGANIZATION & PROJECT BACKGROUND	<p>The Adventist Development and Relief Agency (ADRA) works in over 134 countries with people living in poverty and distress to create positive change and social justice through empowering partnerships and responsible action. ADRA in Vietnam is a learning organization that pursues excellence and commits its resources in response to emergencies and community-based needs through effective partnerships.</p> <p>In 1989, ADRA began operations in Vietnam with the shipment of medicines from U.S.A. through ADRA Indochina, the former regional office based in Bangkok, Thailand. ADRA Vietnam's office has been located in Hanoi since 1993 and in the last two decades, the organization has implemented more than 200 projects in over 50 of provinces in Vietnam. Current projects of ADRA in Vietnam are in HIV/AIDS, sexual and reproductive health education and counseling for adolescents and ethnic minorities; support for people with visual impairment and their families; livelihood development and sustainability, climate change adaptation and mitigation, and disaster risk management. Our project sites include Cao Bang, Hanoi, Thai Binh, Can Tho and Vinh Long.</p>
DEPARTMENT	Programs
POSITION TITLE	Project Officer
CODE	
LOCATION	ADRA project work station office in Bao Lac, Cao Bang
LENGTH OF CONTRACT	3 years
REPORTS TO/ SUPERVISED BY	Project Manager/Programs Director
SUPERVISES	N/A
HOURS OF WORK	At least 38 hours/week – Mondays to Fridays
BENEFITS/ INSURANCE	<ul style="list-style-type: none"> • Contracted salary/month: negotiable & competitive • Health insurance through AonCare <ul style="list-style-type: none"> ○ In-patient medical coverage ○ Out-patient medical coverage including dental care ○ Personal accident insurance coverage • 13th and 14th month salary (following ADRA's Policy) • Vietnam Social and Health Insurance • Per diem as ADRA Vietnam Cost Norm • Leaves <ul style="list-style-type: none"> ○ Annual leave – 15 days + 1 additional day every two years employment

	<ul style="list-style-type: none"> ○ Sick leave – 15 days paid leave + sick leave stipulated in Vietnam Labor Code ○ Personal leave – based on Vietnam Labor Code and HR Policies ○ Maternity leave – based on Vietnam Labor Code and HR Policies National holidays – based on Vietnam’s Labor Code and HR Policies
TERMINATION	30 Working days notice required
JOB OVERVIEW/ GENERAL DESCRIPTION	<p>Administer and manage the implementation of the three years project on (1) Marginalized ethnic minority communities, leaders and local authority staffs have increased capacity and awareness on grassroots development, disaster risk reduction and climate change adaptation, (2) Marginalized ethnic minority communities, leaders and local authority staffs have change behaviours on grassroots development and DRR & CCA through implementation of different DRR and CCA plans and initiatives at both household and community levels.</p> <p>This position is directly accountable to the Project Manager/Programs Director for timely and professional implementation of project activities</p> <p>The position requires routine interaction with the local partners including the Local People's Committees, the Women's Union</p> <p>The position is based in project office with frequent travel to the project sites</p>
JOB DUTIES/ RESPONSIBILITIES	<p>Project implementation</p> <ul style="list-style-type: none"> • Activity implementation based on the project masterplan • Support the Project Manager/Programs Director in the development of project activity plans and ensure their implementation in collaboration with the local partners • Supervise day-to-day operations of activities through close monitoring of field outputs • Work closely with partners, commune project coordination boards, field coordinators • Ensure spending of funds according to approved budget and activity plan <p>Finance</p> <ul style="list-style-type: none"> • Responsible for project-level accounting and finance administration • Ensure routine financial reporting to the supervisor(s) • Participate in project budget review process <p>Project M&E</p> <ul style="list-style-type: none"> • Support the Project Manager/Programs Director in the development of M&E plan and data collection tools in collaboration with the Programs Officer; • Update or revise the data as needed • Ensure that local partners receive guidance in conducting M&E (i.e., use of survey methodologies), and data entry and analysis • Conduct routine monitoring of all field activities • Maintain the project documentation system in hard and soft copies • Reporting of project activities and monitoring • Provide the trainings for partner staff and local authorities • Fulfill any other relevant tasks as requested by the supervisor

<p>MEASURABILITY/ EXPECTED OUTCOMES</p>	<p>Success will be demonstrated by:</p> <ul style="list-style-type: none"> • Project activities are implemented according to approved plans and budgets • Monthly reports for Project Manager/Programs Director are submitted in a timely manner • ADRA in Vietnam 's policies and manuals are followed
<p>REQUIRED COMPETENCIES</p>	<p>Knowledge & experience</p> <ul style="list-style-type: none"> • Bachelor Degree in Devolvement, social sciences, Economics or equivalent • General knowledge in other related development topics such as health, gender, livelihoods, disaster risk management, etc. • Understanding of international and community development is preferable • At least 5 years in project/program implementation • Previous experience working in INGO • Working in the livelihood improvement, capacity building, disaster risk management is an advantage • Ability in survey/research design and implementation <p>Skills</p> <ul style="list-style-type: none"> • Able to work at high pressure • Result-oriented and time management skills • Strong coordination skills • Ability to system quality set-up, maintenance and quality assurance • Strong communication skills and ability to work independently and in a team • Ability to coordinate with other departments within ADRA Vietnam, local partners and other stakeholders in relation to management of projects • Good use of computer: Microsoft Word, Excel, SPSS, emails and internet. • Fluency in written and spoken English is an advantage <p>Attitude</p> <ul style="list-style-type: none"> • Willingness to work at high pressure in remote rural areas. • High level of personal and professional integrity and the ability to make consistent decisions • Careful, timely • Helpful with colleagues • Respect towards ADRA missions, values and beliefs • Respect ADRA's missions, values and beliefs. Compliance with ADRA Vietnam's Polices.

Employee: _____

Supervisor: _____

Date: _____

Date: _____