



JOB DESCRIPTION

PROJECT OFFICER

ORGANIZATION/ PROJECT BACKGROUND	<p>The Adventist Development and Relief Agency (ADRA) works in over 118 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 1988, 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 in Vietnam's office has been located in Hanoi since 1993 and in the last three decades, the organization has implemented more than 250 projects in over 50 of provinces in Vietnam. ADRA Vietnam has recently worked on these sectors: Health, Education, Livelihood, Water & Sanitation and Emergency. Our project sites include Cao Bang, Hanoi, Tay Ninh and Thai Binh.</p>
DEPARTMENT	Program
POSITION TITLE	Project Officer for Syntropic Community Agriculture Project for the Environment (SCAPE)
LOCATION	Ha Noi
LENGTH OF CONTRACT	One year and possible to extend
REPORTS TO/ SUPERVISED BY	Program Manager
SUPERVISES	SCAPE Project Field Coordinators (if any)
HOURS OF WORK	At least 38 hours/ week Mondays to Fridays
BENEFITS/ INSURANCE	<p>According to Vietnam Labor Code and ADRA's labor Regulation</p> <ul style="list-style-type: none"> • Contracted salary/month: stated in the labor contract • Extra health insurance <ul style="list-style-type: none"> ○ In-patient medical coverage ○ Out-patient medical coverage including dental care ○ Personal accident insurance coverage • Vietnam Social, Health and Unemployment Insurance • Leaves: <ul style="list-style-type: none"> ○ Annual leave – 15 days + 1 additional day every two years employment ○ Sick leave – 15 days paid leave + sick leave stipulated in Vietnam Labor Code • National holidays – based on Vietnam's Labor Code and ADRA regulation

TERMINATION	30 Working Days Notice Required
JOB OVERVIEW / GENERAL DESCRIPTION	<p>The position is responsible for the overall implementation and management of the Syntropic Community Agriculture Project for the Environment (SCAPE) including project planning, monitoring and reports; building good relationships with communities, local partners and support office.</p> <p>This position works under the supervision of the ADRA in Vietnam Program Manager and is providing technical support for the country program management and development as required by ADRA Vietnam</p>
JOB DUTIES/ RESPONSIBILITIES	<p>Main duty 1: Project tasks</p> <ol style="list-style-type: none"> 1. Complete project planning documents including Detailed implementation Plan (DIP) 2. Facilitate project training needs assessment, capacity building for local partners; training mobilization 3. Facilitate selection of participants for project training programs and development of training materials/ curriculums 4. Overall field coordination for training programs and ensure of the quality of the trainings 5. Work in close collaboration with local partners for beneficiaries selection 6. Work in close collaboration with the Program Manager to develop MnE plan for the project 7. Responsible for project outcomes and impact 8. Responsible for project planning, monitoring and reports 9. Building relationships with local partners and support office 10. Partnering with other NGOs, increase public engagement 11. Project documentation and advocacy activities 12. Make sure project budget is used properly 13. Responsible for child protection policy application at project level 14. Responsible for safety and security at project level <p>Main duty 2: Other duties</p> <ol style="list-style-type: none"> 1. Coordinate with the Finance Officer in Hanoi Office and Program Manager in assuring proper use of budget and financial reporting; 2. Actively participate and represent ADRA Vietnam in relevant networking; 3. Provide further coaching and mentoring for the trainees after the trainings conducted; 4. Document training approaches, lesson learnt and good practices for internal/external use and publication in collaboration with the project managers and relevant stakeholders 5. Support ADRA Vietnam for new project planning at the project site when needed 6. Support the implementation of small projects that ADRA in Vietnam is operating (development projects or emergency responses). 7. Fulfill any other relevant tasks as requested by the Program Manager.

<p>MEASURABILITY / EXPECTED OUTCOMES</p>	<p>Success will be demonstrated by:</p> <ul style="list-style-type: none"> • Project activities and outcomes are achieved • Right persons are identified and selected • Good training is provided; • Training and IEC materials are designed, development, field-tested and used according to the project goals and needs; • Internal and external research work is done properly and accepted by donors; • Annual project work plan and master work plan are developed and implemented; • M&E system of the project is in place and applied; • Project is documented through a database of data and literature; • Networks and contacts with national, provincial and district authorities or other partners are maintained. • Good relationships with communities, local partners and support office are built • Other NGOs and businesses in the project site are aware of the project and interested in partnerships • Project financial rules and regulations are well complied
<p>REQUIRED COMPETENCIES</p>	<p>Knowledge:</p> <ul style="list-style-type: none"> • Bachelor or Master's Degree in agriculture, forestry, livestock husbandry or cultivation, social works or relevant fields; • Experience in working with multiple stakeholders at all levels; • Project management knowledge including organization, planning, M&E, HR and financial management, leadership and decision making; • Strong knowledge on Capacity building, income generation models; • Market chain analysis and opportunity identification knowledge; • Strong knowledge on planning, communication and IEC; • Understanding of international and community development is preferable. <p>Skills</p> <ul style="list-style-type: none"> • Working under high pressure with self-motivation skills; • Excellent interpersonal skills; • Strong collaboration and coordination skills at all levels; • Strong training skills; • Result-oriented and time management skills; • Strong analysis and report writing skills; • Ability to system quality set-up, maintenance and quality assurance; • Ability to work at strategic and detail levels; • Strong communication skills and ability to work independently and in a team; • Good in spoken and written English; • Computer literacy: expert level capacity with common office software packages, email, and the Internet; IT experience, such as network troubleshooting and computer maintenance.

	<p>Experiences</p> <ul style="list-style-type: none"> • At least 03 years of working experiences in project management; • Good management skills and high level of efficiency; • Report writing and editing; • Working experience in agriculture and forestry.
	<p>Attitudes</p> <ul style="list-style-type: none"> • High commitment to devolvement sector; • Willingness to travel to and work at various project sites in Vietnam; • Strong team spirit • Respect, sympathize, be willing to cooperate with and support project stakeholders including colleagues, beneficiaries, local community and local authority • Respect ADRA's missions, values and beliefs. Compliance with ADRA Vietnam's policies and manuals.

Employee: _____
Date: _____

Supervisor: _____
Date: _____