

JOB PROFILE	
Quan Ba Project Officer for Water and Environment	
Position: Quan Ba Project Officer for Water and Environment Starting Date: 1 August 2012 (or as soon as possible)	Work Time (%): 100
Duties	<ul style="list-style-type: none"> • Ensure quality construction of the water systems in Quan Ba; • Ensure sound and sustainable operation and management of all water systems by local communities (i.e. through specific trainings); • Improve awareness of beneficiaries and authorities at village and commune levels on water use and water management; • Improve awareness of local people and community on hygiene and sound environmental management; • Ensure that the water and environment component of the project are well linked and integrated with other project components (i.e. tourism project component); • Support to capacity development at village and commune level.
Qualifications	<ul style="list-style-type: none"> • Native Vietnamese-speaker, with at least two years working experience in development projects on community level, incl. fieldwork; • Good knowledge and experience in the project cycle management and project implementation. • Good technical knowledge in term of civil construction work; • Good experience in the operation and management of gravity water systems in mountainous areas; • Experience in checking technical design works, budget calculations and monitoring of construction works - an asset. • Good experience in environment and hygiene issues. • Good experience and skills in facilitating village meeting and groups discussion; • Firmness and team spirit; • Willingness to travel to remote villages by motorbike in mountainous areas; • Willingness to take additional tasks when required; • Good English writing and speaking skills; • Good reporting and monitoring & evaluation skills; • Ability to meet deadlines; • Interest in the livelihoods of ethnic minorities and marginalised groups.
<p>Interested candidates should send a cover letter clearly demonstrating your suitability for this position and a full CV in English to Caritas Switzerland in Vietnam at Email: vietnam@caritas.ch</p> <p>Closing date to apply for this position: 11th July 2012</p> <p>Only short-listed candidates will be invited for an interview. This is an urgent recruitment and we will invite qualified candidates for an interview as soon as we receive qualified application.</p>	

Job Description

Title:	Quan Ba Project Officer for Water and Environment
Name:	NN
Organisation:	Caritas Switzerland in Vietnam
Job Category:	Project Officer

Reporting to: Senior Project Coordinator

Place of Work: Quan Ba District, Ha Giang Province

Work time: 100% (75% in Quan Ba District, 25% in Hanoi office)

Travel time: Travels to villages and communes approximately 60% (3 days per week). Other travel is arranged according to needs.

Term: Until December 2013 (or until project end if funds available)

A. Responsibility

Caritas Switzerland has been operational in Vietnam since 1996. The strategy of Caritas Switzerland in Vietnam focuses on sustainable livelihoods programmes to reduce poverty and increase equity, especially for ethnic minorities. Equally important is the engagement in climate change and disaster risk reduction goals of our engagement in Vietnam. Besides cooperating with Government agencies at all levels, Caritas promotes the development of civil society organisations in policy dialogue and social issues.

The current second phase of the Quan Ba Integrated Community Development Project has been operating since 2009 and will be end in February 2015. The project objective is *„By 2014, all households, with special focus on the poor and women, in the Caritas Quan Ba project area are enabled (participation, capacity and empowerment) to lead better lives in terms of food security, higher income, well-being, while using their resources in a sustainable way and fostering their cultural identity.* Three objectives of the project are Income & Food Security; Environment and Living Conditions; and Supporting Framework.

The Quan Ba Project has an office in Tam Son Township, Quan Ba District. The project team has 6 staffs, including three Caritas staffs from Hanoi. The team is headed by the Caritas Project Coordinator.

The Project Officer for Water and Environment is overall responsible for the implementation of the Water Component and the Environment Component of the Caritas Switzerland-funded Integrated Community Development Project in Quan Ba. S/he contributes to the achievement of the overall project goal and objectives by ensuring that the expected results of water and the environment components are sustainably achieved and integrated with other project components.

Specifically, the project officer has the following tasks:

B. Tasks

1. Program implementation

Water System

The project officer thereby has the tasks to pro-actively:

- Carry out annually the need on water issue at all project villages.
- Ensure that villagers (beneficiaries) have a good ownership on the water systems that will make them have high responsibilities in using, operating, and maintaining those.
- Ensure that the new water systems provide drinking water to all schools nearby.
- Accompany and work with companies and consultants for design and monitoring to ensure that new water systems are eventually built in good quality.
- Carry out trainings and discussions with villagers on water use, water management and watershed protection in order to increase their awareness on sound water management.
- Facilitate village meetings to prepare for the design of new water systems, to set-up O&M, and the reparation of broken parts.
- Facilitate and support O&M groups to ensure that they function well, i.e. in regard to regulating water use and repairing broken parts – to ensure that all water systems are well and sustainably operating.
- Promote the O&M model that is set up by the project in the Quan Ba district for possible replication in other project communes.

Environment Awareness and Hygiene

The project officer thereby has the tasks to pro-actively:

- Gain a good understanding of the needs in regard to environmental awareness and hygiene (also based on previously implemented works and studies, i.e. the proposal prepared by PanNature).
- Facilitate and organise needed activities as proposed in the project plan to ensure the achievement of the component at individual and community levels.
- Ensure good environment and hygiene in schools at the project areas.
- Ensure linkage of the Environment and Hygiene component with the tourism component of the project.

To represent Caritas as a contact person for project implementation in one of the three Caritas project communes (Thanh Van). Specific tasks thereby are to:

- Support the commune to prepare and implement quarterly project plans and implement.
- Work with Commune People Committee/ Commune Development Board to link project activities with the Commune Socio-Economic Development Plan (SEP).
- Monitor the project progress results in the commune (activity monitoring).
- Support the community in monitoring the project implementation (link to the M&E guidelines of Caritas Switzerland).
- Develop capacity for the Commune Development Board and the Commune Project Officer so as to ensure that they will take over more responsibilities in the project implementation process.

2. M&E and Reporting

- Ensure the performance of the project M&E system in the responsible commune (Thanh Van).
- Regular planning/reporting progress ICDP project to the Senior Project Coordinator;
- Submit timely quality project component reports as requested by the project in Quan Ba, the Country Office in Hanoi, and the Head Office in Switzerland.

3. Administration and Finances

- Support the Senior Project Coordinator on related issues based on request, especially in relation to the responsible commune (Thanh Van).

4. Others

Liaison and Representation

- Represent Caritas in the district for his activities and as delegated by the Senior Project Coordinator towards local officials and visitors.
- Participate in the meetings of the Project Management Board, to provide information and orientation and make their members well understand the Caritas methodologies and approaches related to Water, Environment and Hygiene.

Caritas Switzerland in Vietnam Office - Management and Development

- Contribute to programme development by drafting concept notes and ideas for new projects as needed.
- Actively contribute to good communication and a good working-climate among Quan Ba Team members.
- Shares information with other members and uncertainties in regard to the project implementation and management and seek for support from the Project Coordinator and Management Team in Hanoi if needed.
- All staff, including the Project Officer, is sometimes required to translate documents and/or interpret in meetings.