

Job opportunity: **Project Officer**

Organisational profile

The Fred Hollows Foundation in Vietnam is the country's leading eye care NGO. We support the goals of VISION 2020 to eradicate avoidable blindness by 2020, and are committed to working with partners to bring about change that is sustainable and reaches even the most vulnerable communities.

Position type

Full time- long term contract as negotiated

Job Summary

Ensure the implementation of project activities in project sites are well coordinated and managed to ensure strongest progress towards the project goal and objectives, and most efficient use of resources.

Main Responsibilities:

1: Manage and monitor the implementation project activities in the target provinces

a. Project operation management

- i. Support the PMs in coordination with PMBs to work out the detailed annual plans of action, APAs and budget plans for project areas in accordance with the approved PDDs, Logical frame works and budgets.
- ii. Supervise and monitor the implementation of the project activities in project areas to ensure the outputs/outcomes and indicators stated in PDDs achieved timely.
- iii. Provide PMs most updated project information.
- iv. Provide PMs promptly any issues and/or necessary project adjustment against plan raised during the project implementation.
- v. With the supervision from PM, facilitate the visits from donors in the project events.

b. Project financial management

- i. Oversee the project budget and expenditures via submitting monthly financial report timely.
- ii. Coordinate closely with the finance and administration teams to ensure the Project Management Boards (PMBs) and related partners to follow accurately the FHF procedures both in Finance and Operations.
- iii. Support the PMs in managing the project budget aligned with SUN system.
- iv. Collect the monthly financial reports from the partner timely and review the reports with T4 code.
- v. Review the financial report of project areas and take necessary actions.

c. Project Reporting & Writing:

- i. Select and prepare successful stories/most significant change stories quarterly basis.
- ii. Support relevant PMs to produce comprehensive project progress report & financial report quarterly, semi annually and annually in alignment with the donor requirements; and contribute to the preparation of reports
- iii. Coordinate with the PMBs in submitting monthly MnE and project progress report and financial report along with quarterly plan timely when assigned.

2: Partnership and Program Development

- a. Develop and maintain working relationships with officials, local partners in compliance with FHF policy and scope of responsibility.
- b. Negotiate agreements with partners in compliance with FHF policy and scope of responsibility.
- c. Provide strategic input into the development and expansion of program activities.
- d. Play as contact person to communicate with the PMBs in project areas.
- e. Support the PMs to maintain good relationship with local PMBs and related partners.

3: Other duties as requested by the Foundation.

Education

Bachelor degree in a relevant field (preferably social works, community development, public health, education, business development...);

Knowledge & Skills

- Strong command of report and proposal writing in English and Vietnamese.
- Reasonable networking and diplomacy skills.
- Sound project planning, management, monitoring and evaluation skills.
- Sound understanding on Health Care System of Vietnam
- Strong knowledge in computer applications including word processing and spreadsheets.
- Team builder committed to the transfer of knowledge.
- Willing to travel extensively and cover difficult assignments

Working experience: at least 3 years of development experience, preferably development facilitation in and with communities

Contact Information

For the detailed job description for this position, interested candidate are invited to visit FHF's Vietnam's website: www.hollows.org.vn or contact:

Ms. Truong To Huong – Administration & HR Manager

The Fred Hollows Foundation– Vietnam

Address: 07 Ton That Dam street, Thanh Khe District, Danang city

Tel.: +84 511 3712666 Email: truongtohuong@hollows.org.vn

Deadline for application: Saturday 20th October

Applications should:

Include a resume (no more than 4 pages) summarising qualifications and experience

Address the selection criteria in a covering letter (no more than three pages)

Provide at least three work referees and contact details.

Please indicate which position you are applying for in your application

Only shortlisted candidates will be contacted for interviews.