



## **JOB TITLE: PROGRAM OFFICER**

### **TERMS OF REFERENCE**

Helen Keller International (HKI) is an international non-governmental organization. Its mission is to save the sight and lives of the most vulnerable and disadvantaged by combating the causes and consequences of blindness and malnutrition. We do this by establishing programs grounded in evidence-based research in eye health and nutrition.

In order to address food insecurity and under nutrition in Son La Province, HKI will implement the Enhanced Homestead Food Production program, which has been shown to increase food availability, diversity and consumption among women and children and positively impact nutrition and food security among participant households. The EHFP model will be adapted to the local context and piloted in 10 villages across Tan Lang commune, in Phu Yen district, Son La province, before replication to other areas of Son La and Vietnam.

The EHFP model's ultimate goal is to improve the nutrition and micronutrient status of mothers and children under five years of age in Tan Lang commune, Phu Yen district, Son La Province via: behavior change communication, nutrition education and agricultural training, and the production and consumption of micronutrient rich foods by establishing homestead food production. This goal will be achieved by pursuing the following key objectives:

- To improve year-round production and consumption of micronutrient-rich foods among target households, particularly among women and children under five years of age;
- To improve optimal maternal and child nutrition behaviors;
- To generate additional household income from sale of excess HFP produce;
- To empower participating women to contribute to the improved nutrition and well-being of their families and in their communities.

HKI in Vietnam is looking for a qualified Vietnamese to fill in the position of Program Officer for the EHFP program in Son La province.

### **1. PROGRAM OFFICER**

The Program Officer will be based in Phu Yen district, Son La province and is required to monitor all program activities and report to the Senior Program Officer. In collaboration with all stakeholders and partners, the Program Officer will be involved in all provincial meetings related to EHFP as appropriate. This position will be required to collect and analyze data, and conduct regular M&E visits to the fields and provide recommendations needed to improve the EHFP program.

Report to: Program Coordinator  
Collaborate with: Finance /Administrative Officer and Assistant  
Duty station: Phu Yen district, Son La province

### **Key Responsibilities**

- Help manage and supervise the implementation of the EHFP program in Son La province in collaboration with local partners;
- Develop and strengthen partnerships with local partner and key stakeholders, maintaining relationships with relevant authorities;

- Assist to develop, collect and analyze Surveys, and Pre/Post Test for trainings;
- Assist in the design of monitoring and evaluation protocol;
- Assist to improve and distribute EHFP communication materials;
- Monitor and track the progress of EHFP ensuring activities are carried out in appropriate timely manner;
- Report to Program Coordinator, liaise with Finance Administrator;
- Produce monthly reports consisting of observations and documentation of work in the field while making recommendations to improve the program ;
- Assist with project budget forecast, disbursement and reporting.

**Contract duration:** 01 year with possible extension; 2 month probationary period

**Requirements:**

- Vietnamese citizen;
- At least 2 - 3 years working experience, preferably in agriculture
- Proficiency in Microsoft Office (Word, Excel, PowerPoint);
- University degree (degree in agriculture is an advantage);
- Working experience in development sector, especially NGOs and community groups;
- Background knowledge of agriculture in Vietnam is preferred;
- Has skills in project management, presentation and communication;
- Understanding of and sensitivity to poverty-related development and gender issues;
- Good knowledge of spoken and written Vietnamese and English;
- Ability to work in a team environment without direct formal hierarchy;
- Demonstrates flexibility, adaptability and initiative;
- Motivated team player who can manage his/her own project and provide support to team;
- Agree with HKI's mission and want to contribute to improving nutrition in Vietnam.

Expected starting date: Mid- September 2013.

HKI offers competitive salary and benefits; women are encouraged to apply.

Please send Application Letter & CV to [dlam@hki.org](mailto:dlam@hki.org) and [sondinh@hki.org](mailto:sondinh@hki.org). Application will not be returned.

The deadline for applications is Sunday, 19 August 2013.  
Only short-listed candidates will be contacted for interview