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**PROJECT OFFICER**

**Salary from $595 per month + Benefits**

*(1 year contract with possible extension)*

CARE is an international humanitarian organization, with a vision of empowering women and girls to fight poverty and bring lasting change to their communities. We work in over 80 countries around the world. We work with partners to achieve lasting results for marginalized communities.

CARE in Vietnam works innovatively with national partners focusing on remote ethnic minority women and socially marginalized people. We are looking for a Project Officer to join our team based in Ha Noi.

“The Project Officer is a member of a Portfolio under the Operations Unit and works under the supervision of the correspondent Portfolio Manager (PM). S/he is responsible for assisting with the implementation and monitoring of the initiatives in the portfolio and providing some support for administrative work and initiative management and coordination.”

**Key responsibilities and contribution:**

1. Support the PM to develop and effectively deliver the annual work plan with quality assurance and in close coordination with technical teams
2. Carry out the assigned activities in the field effectively with guidance of relevant technical specialists
3. Organize trainings, workshops, and other events to implement project activities
4. Conduct regular monitoring visits to ensure the quality of the project activities undertaken by the project partners in project sites
5. Support the PM to collect and document grass-root evidences for M&E system of CARE Vietnam and regular reports to donor.
6. Support the PM to develop and effectively maintain good partnership/ relation with the factories in provinces
7. Maintain effectively communication system and ensure information flow between project and relevant parties, i.e. within/ among CARE teams and with factories
8. Arrange all necessary logistics and administrative duties for the activities of the portfolio, such as workshops, trainings, events e.g. book accommodation for participants, photocopy of materials, arrange transport, supply stationery
9. Ensure that all the necessary financial documentation of project activities in accordance with CARE’s financial management system and policy
10. Any other duties as reasonable requested by supervisors and in line with organizational priorities

**Required qualifications:**

* At least three years experience working for INGOs in the field of life skills trainings for workers in factories and/or company
* Excellent facilitation, training, monitoring skills and knowledge
* Good computer skills on Word, Excel and e-mail applications
* Ability to work effectively as a team member and with minimal supervision
* Good speaking, listening, written and reading English skills, including report writing
* Good communication and interpersonal skills

In return for your commitment you will benefit from ongoing professional development fostered within an innovative and forward thinking environment, plus a comprehensive benefits package.

To apply for this rewarding opportunity please email your cover letter and CV in English to [**hr@care.org.vn**](mailto:hr@care.org.vn) **before 10 July 2014**, quoting ‘a Project Officer” as the subject of the email. Only successful candidates will be contacted for interview.

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply

CARE is committed to protecting the rights of children. CARE reserves the right to conduct screening procedures to ensure a child safe environment