



COMMUNITY BASED ADAPTATION OFFICER

Salary from \$595 per month + Benefits

(6 months contract)

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 Community Based Adaptation Officer (CBA) to join our team based in An Giang with travel to project sites as required

Key responsibilities:

1. Coordination

- Support the implementation of the project activities on Disaster Risk Reduction (DRR), Climate Resilience Livelihood (in line with the agreed individual project framework) of ICAM project and other initiatives in the portfolio
- Assist other programme team members with the implementation and facilitation in relevant areas of work
- In collaboration with the technical staff (specialists), monitor the progress of and delivery of activities under the ICAM and other initiatives in the portfolio
- Assist communication flow that enhances team work within the portfolio team and with other teams, facilitates smooth operation, effective measures by supervisor(s), and in line with knowledge management of CARE in Vietnam
- Co-ordinate daily activities associated with assigned activities and actions on financial and contractual administration of assigned activities in the portfolio
- Provide inputs to M&E including undertaking periodic site visits to assess and report on progress
- Liaise with local/ CBOs/ CSOs partners, consultant and relevant stakeholders, to obtain active support for the project activities

2. Participation

- Contribute to the development of the team's work plans, especially on DRR and Climate Resilience Livelihood outputs.
- Prepare progress activities reports and financial expenditure in agreed formats
- Document methods, good adaptation practice, experiences and results from communities and partners
- Facilitate shared learning and skills transfer to and between relevant partners
- Assist with organizing workshops and training, and with developing training guidelines and materials relating to individual initiatives under the portfolio

3. Other Administrative and Financial support for all project activities.

Required qualifications:

- University Degree in environment, DRR, Agriculture or relevant subjects
- Strong experience/knowledge with climate change and disaster risk reduction and climate smart livelihood and/or natural resource management system and challenges
- Good capacity to facilitate participatory climate change/disaster risk reduction tools, methodology, analysis, model development.
- Good communication, good facilitation and team work
- Fluent English will be one of priority for selection.
- Experience/skills with research, survey and documentation.
- Understanding of ethnic minority discrimination, underlying causes of poverty, respect for ethnic minority knowledge and capacities
- Good writing skills in Vietnamese

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 **VNM.Jobs@care.org before 21 December 2014**, quoting 'CBA 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