

# Project Officer

## Background

Access to timely and accurate information is often very limited in areas where mines and other Explosive Remnants of War (ERW) pose hazards to the local population. DDG is therefore implementing surveys and need assessment for a pilot project titled "Linking communities to mine action: strengthening community liaison through digital platforms." This is, thus, to identify suitable technological means to enhance information provision and exchange. between the people living in affected communities and the Mine Action (MA) operators assisting these communities.

The project activities will be conducted in Vietnam in the Quang Tri province. DDG is therefore looking for a qualified Project Officer, who will be based in the province.

## Job description

The Project Officer's main duties will be to support all administrative and developmental tasks related to the pilot project set-up, management, coordination and implementation, hereunder including interpretation and translation of Vietnamese to English and vice versa. As the pilot project is focused on designing and developing digital platforms for community liaison, the tasks of the Project Officer will be particularly focused on supporting the Project Coordinator in surveys and assessments, the development of use cases, the platforms design and development and communication related to the digital platforms. Since the pilot is in its start-up phase, the Project Officer must be flexible and prepared for ad hoc tasks.

The Project Officer must meet the following requirements:

## Qualifications

### Required skills

- First Level University degree (Bachelor's Degree or equivalent) in relevant subject area such as communication for development, IT and software development for mobile technology, public information and communication studies, information management and/or equivalent;
- At least 02 year of hands-on experience in relevant area (public information and communication, software development, information management and/or equivalent);
- Fluency in spoken and written English;
- IT skills (mobile technology, light programming, information management, GIS etc.);
- Experience with developing use cases for software development;
- Experience with conducting surveys and assessments;
- Strong analytical skills;
- Computing skills (Microsoft programmes – Excel, Word, Power Point, etc.)
- Planning-, organisational- and logistical skills;
- Willingness to do both administrative work as well as project development work;
- Proven ability to convincingly engage with authorities at all levels;
- Strong and diplomatic interpersonal and communication skills;
- Strong advocacy and influencing skills;
- Willingness to work at the project sites with potentially frequent travel;

- Flexibility and being solution-oriented (hereunder strong advocacy and influencing skills);
- Teamwork skills;
- Must be in good health.

#### Desired skills

- Knowledge of, or experience with, national/local media is a strong asset;
- Knowledge of, or experience with mine action, community liaison, mine risk education is an asset;
- Knowledge and experience with new media for social change;
- Proven record of creativity and being innovative is an asset;
- Experience in public speaking is an asset.

#### **How to apply**

Given the necessity to fill this position as soon as possible, the deadline for applications is December 31st 2014.

Candidates must submit their application in a timely fashion.

Your application must include:

- A cover letter clearly demonstrating your suitability for this position
- A comprehensive CV (no more than 2 pages)
- Contact details (incl. telephone number and email) of 2 references including most recent direct supervisors

Please send your application to: Truong Thu Thuy (Ms) - Project Manager - DDG Vietnam -

Email: [rep.ddg.vietnam@drc.dk](mailto:rep.ddg.vietnam@drc.dk)

Only short-listed applicants will be contacted by email.

DDG Vietnam gives equal opportunity to every candidate, regardless of religion, race and gender.

A competitive salary, benefits and career development opportunity will be offered and commensurate with the experience, qualifications and responsibilities.

#### **About the organisation**

The Danish Refugee Council (DRC) is an international non-governmental humanitarian organisation, which works towards promoting and supporting durable solutions to the problems faced by refugees and internally displaced people all over the world. The Danish Demining Group (DDG) is a mine action unit within DRC. DDG currently has a clearance project in Quang Nam province and wishes to expand its global humanitarian operations to include other provinces in Vietnam, and more broadly, South East Asia and possibly, parts of the South Pacific.

The specific tasks and responsibilities of the position will be outlined in a Terms of Reference (ToR).