

JOB DESCRIPTION

The Post: Full-time Project Officer

Applications: a letter of interest and updated CVs sent to:

Ms. Dang Thanh Thao, International Cooperation Department of VUSTA

- By Email: vustaproject2015@gmail.com
- By post: International Cooperation Department of VUSTA, Room No.303, 53 Nguyen Du, Ha Noi (please indicate on the cover: "Application to WILL Project")

Deadline: COB 23 January 2015

Overall responsibility:

Responsible for coordinating with the project partners, project personnel, and beneficiaries to carry out project activities, assisting capacity building training, reporting, administration and logistic arrangements required for training, forums and consulting assignments, supporting monitoring and financial management.

Report to: Project Manager

Contract duration: 1st March 2015- 30 September 2016

Work Location: Based in Hanoi with regular traveling to Hoa Binh province.

Key Responsibilities:

Working in close cooperation with project partner to deliver the following key tasks:

1. Manage project planning and implementation
 - Develop detailed work-plans and budgets for project activities in line with project objectives.
 - Coordinate and carry out project activities as approved in work plans.
 - Collect, compile, and disseminate technical-related documents (local IEC materials, training materials, report forms) to other project staff and consultants.
2. Coordinate with project partner and a team of consultants to develop project materials and conduct trainings and other project activities.
 - Assist in TORs development and participate in selecting appropriate consultants.
 - Participate in meetings with consultants.

- Participate in inducting, monitoring, and evaluating consultants.
 - Support consultants to fulfil their work.
 - Review and give comments for project materials.
3. Oversee administration and logistic arrangements.
- Make sure logistics for travel, meetings, trainings, forums, and consulting assignments are well prepared.
 - Provide high quality translation for project documents in a timely manner.
4. Support and manage the project's finances.
- Prepare monthly budgets and cash flows for project activities, according to Kenan and donor's regulations.
 - Manage finance and project assets in accordance with the approved plan, budget, and donor's regulations
5. Support in project monitoring and evaluation.
- Participate in the development of an M&E system and key indicators.
 - Assist in conducting regular monitoring and evaluation to ensure project activities are implemented as planned.
 - Carry out regular field visits to identify problems or issues.
 - Synthesize and document lessons learnt for sharing.
6. Compile documents and reports
- Prepare project activity report, monthly financial reports, quarterly narrative reports and end-year report.
 - Collect, compile, and disseminate project documents for sharing and learning purposes.
 - Ensure project documentation in both hard and soft copies.
7. Others as assigned with mutual agreement

Desired Qualifications:

Degree in business administration, development, or a related development-focused fields;

Strong coordination, inter-personal skills, ability to work under pressure, experience working with social organizations, government counterparts, and community members;

Experienced in development projects and capacity building for social organizations and individuals.

Experienced in administrative procedures, legal requirements and financial management of project in accordance with Vietnamese law and regulations.

Excellent English and Vietnamese communication skills, proved capacity to deliver interpretation/translation for project activities and report writing skills.

Knowledge of gender equality, women's issues is an asset.

Brief about the Project:

Project name: *Vietnam Women Improving Lives and Leadership Program (WILL PROJECT)*

Implementer: *Kenan Foundation Asia*

Co-Implementer: *Vietnam Union of Science and Technology Associations (VUSTA)*

Location: *Hanoi and Hoa Binh Province, Vietnam.*

Duration: *From January 2015 to September 2016*

Objective:

The program aims to build the capacity of civil society organizations (CSOs) and public agencies serving the needs of women in the fields of health, education, disability and economic development.

Approach and methodology:

- *Provincial assessments and detailed design of programming*
- *Building the capacities of the Vietnamese women leaders, CSOs and public agencies.*
- *Using an urban-rural approach allowing women to collaborate across economic, social and ethnic lines.*
- *Establishing a model and mechanism, which may be replicated or adapted, for allowing women and CSOs advocating for women to have a greater say in the development decision making processes*