



JOB DESCRIPTION

for

Program Officer of Disability Inclusive Disaster Risk Reduction and Income Diversification Project

Title:	Project Officer
Reporting to:	Project Coordinator
Staff reporting to:	Provincial Project Officer, Project Assistant
Starting date:	July 2015
Duration:	30 months (full time)
Duty station:	Ha Noi, Viet Nam

The successful candidate will be based at the National Institute of Agricultural Planning and Projection (NIAPP), with frequent travel to Kon Tum province when required.

GENERAL OBJECTIVE:

People with Disabilities are often invisible in Disaster Risk Reduction practice when in fact they represent 15% of any population and are amongst the most vulnerable to significant loss of life and income in disaster situations. Viet Nam is constantly threatened by climate change and natural disaster, which puts sustainable economic development at risk. The activity relates directly to the national development plans that mandate DRR. The Prime Minister of Viet Nam approved a National Strategy for Disaster Prevention and Response, which identifies persons with disabilities as part of a vulnerable group, which presents an opportunity to incorporate disability-inclusion at the highest level.

National Institute of Agricultural Planning & Protection (NIAPP) and CBM, the International Christian Development Organization, are developing Disability Inclusive Disaster Risk Reduction (DiDRR) activities in Vietnam. The project on Disability Inclusive Disaster Risk Reduction and Income Diversification for ethnic minorities of Viet Nam, supported by CBM Germany, will be implemented for a period of 3 years (2015-2017) in Kon Tum, the Central Highlands, Viet Nam. Key project partners are local government (Kon Tum city People Committee, Ward/Commune People Committees, Department of Labour, Invalids and Social Affairs, Department of Agriculture and Rural Development...) and Kon Tum Association for the Support of Disabilities and Orphans (KASDO).

The overall objective of the project is “*to increase disaster resilience of ethnic minorities in Viet Nam*”. Project has specific objective as “*Good practice of Disability Inclusive DRR and diversified livelihood for ethnic minority in Central Highland of Viet Nam is implemented by local government and communities, and promoted nationally.*” that will be achieved via the following five results:

- Key stakeholders are trained in DiDRR concept and implementation
- Participatory DiDRR activities provided to community (CBDRM)
- Community members including persons with disabilities supported in diversify income activity
- Connections with local and national government stakeholders established and working
- Resources compiled for the development of DiDRR and Diversify Income Documentation

SCOPE

- The Project Officer has the responsibility for ensuring the effective and efficient management of the project under the overall guidance of the Project Coordinator. Consequently the Project Officer is responsible for day to day project management. S/he will plan, initiate, delegate and manage DRR activities and also be involved in substantive support in realizing DiDRR targets of the Project.

NATIONALITY: Vietnamese.

POSITION OBJECTIVE:

Manage DiDRR activities of the project; provide input and recommendations on DiDRR program and activities when necessary, and interact with CBM team and partners.

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the NIAPP Project Coordinator and with advice from the CMB Program Officer, the Project Officer will:

Project Management

- 1) Manage **Disability Inclusive Disaster Risk Reduction and Income Diversification** project from initiation to closure;
- 2) Ensure project implementation complies with CBM regulations and guidelines such as budget applications, fund allocations, submission of reports/ information in a timely manner;
- 3) Prepare and update in a timely manner quarterly and annual work plans and budget for submission to the Project Coordinator and Project Director as well as CBM;
- 4) Prepare timely all DiDRR management reports, including quarterly, annual, and terminal reports;

- 5) Manage DiDRR activities monitoring and evaluation system/framework and regularly update on progress, issues and constraints to project implementation;
- 6) Prepare information for dissemination

Project Coordination

- 1) Timely coordination with project supervisors, partners and operation team to ensure effective deliverables, as required by contract timeline and based on available resources;
- 2) Support Project Coordinator to prepare and facilitate semi- and annual project review workshops;
- 3) To be responsible for preparation of meeting/workshop agenda, note taking for and writing meeting/workshop minutes, and ensure follow-up on agreed action points;
- 4) Support NIAPP project management team and be responsible for making appointments, note taking and information dissemination;

Technical Support

1. Draft and/or facilitate preparation of TORs for DiDRR technical services for the project and conduct DRR consultation with relevant project stakeholders at national and local levels.
2. Conduct regular project visits to provide technical support timely to local project team in implementation of project activities;
3. Support the local project team in planning, monitoring and reporting through advisory support during the implementation of project activities.

KEY SELECTION CRITERIA:

Needed Knowledge and Skills

- In-depth knowledge of development discipline and is aware of at least one of the following topics: disaster risk reduction, inclusive development, disability related policies, UNCRPD, international aid and local government systems;
- Experience in internationally funded project management;
- Good understanding of project management cycle
- Ability to manage resources effectively;
- Result-based orientation;
- Ability to analyse verbal and written information and provide feedback;
- Ability to work within a team;

- And has good command of written and spoken English.

Personal Qualities

- Independent professional with team-work spirit;
- Flexible, resourceful and actively responds to different circumstances;
- High degree of interest in social work for community development;
- Proactive, involved and dedicated;
- Continued learning attitude;
- Able to encourage and provide (and receive) positive criticism in a culturally sensitive manner;

Experiences

- Graduate in University, preferable Master's Degree in social development field from a reputable university;
- More than five years experience working in developmental project or program;
- Experience in coordination with multi-stakeholders especially government partners;
- Experience of working with persons with disabilities will be an asset;
- Female candidates and persons with disability are encouraged to apply.

Learning and working opportunities

- Short courses in all aspects of NIAPP and CBM technical mandates;
- On-the-job training and coaching by international advisors;
- And has the opportunity to continue working at NIAPP when the project closed.

The recruitment of this position will comply with the principles of competition, openness and transparency, information sharing and compliance.

All candidates must be submitted the application letter and updated CV to the following address by **5PM, 20 July 2015**.

National Institute of Agricultural Planning and Projection
International Cooperation and Project Management Division
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Or via email: laingochanh@gmail.com and c/c HongNga.Nguyen@cbm.org