



JOB DESCRIPTION

Programs Officer

<p>ORGANIZATION/ PROJECT BACKGROUND</p>	<p>The Adventist Development and Relief Agency (ADRA) works in over 134 countries with people living in poverty and distress to create positive change and social justice through empowering partnerships and responsible action. ADRA in Vietnam is a learning organization that pursues excellence and commits its resources in response to emergencies and community-based needs through effective partnerships.</p> <p>In 1989, ADRA began operations in Vietnam with the shipment of medicines from U.S.A. through ADRA Indochina, the former regional office based in Bangkok, Thailand. ADRA Vietnam's office has been located in Hanoi since 1993 and in the last two decades, the organization has implemented more than 200 projects in over 50 of provinces in Vietnam. Current projects of ADRA in Vietnam are in HIV/AIDS, sexual and reproductive health education and counseling for adolescents and ethnic minorities; support for people with visual impairment and their families; livelihood development and sustainability, climate change adaptation and mitigation, and disaster risk management. Our project sites include Cao Bang, Hanoi, Can Tho and Vinh Long.</p>
<p>DEPARTMENT</p>	<p>Programs</p>
<p>POSITION TITLE</p>	<p>Program Officer</p>
<p>CODE</p>	
<p>LOCATION</p>	<p>Hanoi with upto 50% travelling to the project sites as requested</p>
<p>LENGTH OF CONTRACT</p>	<p>One year with contract extension can be up to 3 years based on annual performance appraisal</p>
<p>INCUMBENT</p>	
<p>REPORTS TO/ SUPERVISED BY</p>	<p>Programs Director</p>
<p>HOURS OF WORK</p>	<p>At least 38 hours/week – Mondays to Fridays</p>
<p>BENEFITS/ INSURANCE</p>	<ul style="list-style-type: none"> • Contracted salary/month: see in the labor contract • Health insurance through AonCare <ul style="list-style-type: none"> o In-patient medical coverage o Out-patient medical coverage including dental care o Personal accident insurance coverage • 13th month salary (annual bonus) • Vietnam Social and Health Insurance • Per diem as ADRA Vietnam regulation

	<ul style="list-style-type: none"> • Leaves <ul style="list-style-type: none"> o Annual leave – 15 days + 1 additional day every two years employment o Sick leave – 15 days paid leave + sick leave stipulated in Vietnam Labor Code o Personal leave – based on Vietnam Labor Code and HR Manual o Maternity leave – based on Vietnam Labor Code and HR Manual • National holidays – based on Vietnam’s Labor Code and HR Manual
TERMINATION	30 Days Notice Required
JOB OVERVIEW/ GENERAL DESCRIPTION	<p>This position works under the supervision of the ADRA in Vietnam’s Programs Director and is responsible for the provision of training and technical supports for ADRA in Vietnam projects including training need assessment, conduct trainings, baseline survey and assessment, technical training for programs staff and partners.</p> <p>The Program officer also provides supports for project planning, monitoring and evaluation, application of state-of-art development approaches, lessons learnt and good practice documentation.</p> <p>This position requires general project management skills like Human resources and finance management but not a must. No administration and project management tasks are required for this position.</p> <p>To this end, this position shall work closely with the Project Managers/Officers. The position will be based in ADRA in Vietnam office in Hanoi, with frequent travels to the field to conduct trainings and quality assurance activities as requested.</p>
JOB DUTIES/ RESPONSIBILITIES	<p>Main duty 1: Technical support, training and documentation</p> <ol style="list-style-type: none"> 1. Provide technical supports for projects as requested 2. Be responsible for preparing training curriculums and training tools on development topics such as community development, WASH, livelihood improvement, climate change adaptation and mitigation. 3. Directly provide training in grassroots development, good governance and livelihood improvement with focus on market-oriented production for beneficiaries; 4. Provide training towards development skills and approaches for project staff; 5. Provide training to build capacity for local stakeholders in the areas whichever are relevant and capable; 6. Provide further coaching and mentoring for the trainees after the trainings conducted; 7. Training need assessment, after-training evaluation and reporting 8. Document training approaches, lesson learnt and good practices for internal/external use and publication in collaboration with the project managers and relevant stakeholders. <p>Main duty 2: Programs Technical Support</p> <ol style="list-style-type: none"> 1. Provide the Programs Director with technical support in grassroots development, good governance, livelihood improvement with focus on market-oriented production; 2. Conduct baseline survey and mid-term review, end of project assessment and reporting; 3. Support the Programs Director in preparing or reviewing TOR, reviewing proposal, recruiting, assisting, and monitoring the performance of the out-sourcing

	<p>trainers/consultants to ensure the training quality;</p> <p>Main duty 3: Other duties</p> <ol style="list-style-type: none"> 1. Coordinate with Finance Department in assuring proper use of budget and financial reporting 2. Liaise with national, provincial and district authorities or others as needed 3. Actively participate and represent ADRA Vietnam in relevant networking 4. Assist the Programs Director in Disaster Response 5. Fulfill any other relevant tasks as requested by the Programs Director
<p>MEASURABILITY/ EXPECTED OUTCOMES</p>	<p>Success Will Be Demonstrated By:</p> <ul style="list-style-type: none"> • Needed training curriculums developed and delivered • Project activities are well technically supported • Project lessons learnt and good practices documentation completed • Comprehensive needs assessment/research done and reported • Best practices/benchmarking in implementation of livelihood projects are completed. • ADRA's mission and its cultural/organizational values are demonstrated through the staff's work.
<p>REQUIRED COMPETENCIES</p>	<p>Knowledge:</p> <ul style="list-style-type: none"> • Master Degree in Development, Agriculture, Environment or equivalent • General knowledge in other related development topics such as livelihoods, disaster risk management, cross-cutting issues etc. • Understanding of international and community development is preferable. <p>Skills:</p> <ul style="list-style-type: none"> • Able to work at high pressure • Result-oriented and time management skills • Strong analysis and report writing skills • Strong training skills • Ability to system quality set-up, maintenance and quality assurance • Ability to work at strategic and detail levels • Strong communication skills and ability to work independently and in a team • Strategically thinking, managerial skills. • Ability to coordinate with other departments within ADRA Vietnam, local partners and other stakeholders in relation to management of projects • Good use of computer: Microsoft Word, Excel, SPSS, emails and internet. • Fluency in written and spoken English. <p>Experience:</p>

	<ul style="list-style-type: none"> • At least 5 years in project/program technical support position, • Previous experience working in INGO • Working in the livelihood improvement, capacity building, disaster risk management are a privilege • Survey/research design and implementation and reporting
	<p>Attitudes:</p> <ul style="list-style-type: none"> • High level of personal and professional integrity and the ability to make consistent decisions. • Carefulness • Reactiveness • Helpfulness with colleagues • Respect ADRA's missions, values and beliefs. Compliance with ADRA Vietnam's working policy and HR manual.

Employee: _____

Supervisor: _____

Date:

Date: