

## JOB DESCRIPTION

**Job title:** Program Officer

**Effective date:** 1<sup>st</sup> January 2012

**Department:** Program

**Location:** Regional office (Hanoi/BMT/HCM city) with travels to the fields

**Reports to:** Regional Program Coordinator

**Type of contract:** Fixed term/Regular

**Staff directly supervised:** No

**JD consulted with:** Program Manager

1. WORKING CONTEXT	
<p>Founded in the United Kingdom in 1972, ActionAid (AAI) is a unique international organization, working with over 25 million people in more than 40 countries for a world free from poverty and injustice. ActionAid's head office is in Johannesburg. ActionAid is the only large international development organization with head office based in Africa, with offices in Asia and the Americas connecting ActionAid's work in Europe.</p> <p>ActionAid started working in Vietnam since 1989, established its Representative Office in Hanoi in 1992. Since then, it has been focusing the work to end poverty and promote sustainable development in mountainous, remote and difficult regions as well as poor urban areas across Vietnam. ActionAid works in partnership with local partners in different provinces and applies Human Rights Based Approach to all of its works.</p>	
2. JOB PURPOSE SUMMARY	
<p>Provides all necessary supports to the development and implementation of AAV's programme and projects in assigned areas. Builds capacity for the local partners to ensure the effective and successful delivery of programme/project objectives in DAs in charge.</p>	
3. AUTHORITY	
<p>Has the authority to approve a change/adjustment less than 30 percent of a programme/project objective's budget, without changing of the total approved budget.</p>	
4. KEY WORKING RELATIONSHIPS	
Internal	External
<p>PM, Coordinator of the Regional Programme, POs, Programme Facilitator, Programme Support Officer, and all AAV staff.</p>	<p>AAV's Donors, Partners, Governmental Officials, INGOs, Communities</p>
5. MAIN AREAS OF RESPONSIBILITY	
Key responsibilities / accountabilities	Key performance indicators
<p>1. Develops plan/activities and supports partners in planning</p>	<ul style="list-style-type: none"> <li>▪ Planning guidelines are provided to partners in accordance with the guidelines from the annual planning team as well as the related functions</li> <li>▪ Partners' plans are reviewed to ensure they are in line with AAV's strategic direction</li> <li>▪ Working plan is produced and submitted to Programme Coordinator monthly</li> </ul>

<p>2. Supports in programme design and implementation</p>	<ul style="list-style-type: none"> <li>▪ Innovative ideas for new program design, basing on local context &amp; AAV's CSP are detected, identified and shaped into concrete actions/programmes</li> <li>▪ Detailed programme activities are jointly designed/developed, timely and adequately guided in implementation</li> <li>▪ Resources (Finance and personnel) are well coordinated to effectively support programme implementation</li> <li>▪ Child sponsorship programme is well managed at assigned areas</li> <li>▪ Local partners and beneficiaries have right understanding about child sponsorship programme and compliance of CS policies is ensured</li> <li>▪ Child right sensitisation is integrated in programme cycle</li> </ul>
<p>3. Carries out programme monitoring and evaluation</p>	<ul style="list-style-type: none"> <li>▪ TORs for programme midterm and final reviews are developed in collaboration with M&amp;E Coordinator</li> <li>▪ PRRP is conducted periodically in collaboration with other related functions</li> <li>▪ Regular monitoring and evaluation is conducted to ensure local partners implement activities as planned</li> <li>▪ Programme review activities are well coordinated and the recommendations are followed up</li> <li>▪ Monthly expenditure variance analysis is well prepared and timely submitted to Finance Department</li> <li>▪ Regular filed trips be conducted(at least 20 trips/year)</li> </ul>
<p>4. Delivers supports, capacity building and institutional development to local partners</p>	<ul style="list-style-type: none"> <li>▪ Needs and opportunities for training and capacity building for partners are identified</li> <li>▪ Regular technical supports and on-the-job coaching are provided to partners</li> <li>▪ Trainings, workshops are introduced/coordinated to improve partners' programme knowledge, technical skills, and management capacity</li> <li>▪ Partners receive sufficient supports in establishing organisational systems, mechanisms and procedures</li> <li>▪ Partners are capable in planning, implementing and managing programme activities independently</li> </ul>
<p>5. Establishes, develops and manages partnership</p>	<ul style="list-style-type: none"> <li>▪ Potential partners are identified, evaluated and recommended to AAV</li> <li>▪ Communication with all stakeholders is maintained regularly</li> <li>▪ Relationships with the local governmental officials, local authorities and other influential stakeholders are established and maintained to support programme activities</li> <li>▪ Networks of local organisations are developed to provide technical support to programme activities</li> </ul>
<p>6. Compiles DA's documents and reports</p>	<ul style="list-style-type: none"> <li>▪ Quality monthly report is sent on time to Programme Coordinator</li> <li>▪ Partners' staff receive sufficient supports in compiling reports and filing information of the specific programmes</li> <li>▪ Six-month reports to PACCOM is well compiled and timely submitted</li> <li>▪ PRRP is compiled periodically and timely submitted, with the support of related functions and staff</li> <li>▪ Appropriate and updated inputs for donors' reports are synthesised and timely delivered to related functions, based on agreed format and level of details</li> </ul>
<p>7. Involves in donor servicing activities</p>	<ul style="list-style-type: none"> <li>▪ Logistics for donors' field visits are well arranged, and donors are provided with sufficient supports</li> </ul>

8. Integrates gender mainstreaming and sensitisation into all LRP's activities and programmes	<ul style="list-style-type: none"> <li>Gender is sensitised and mainstreamed in all aspects of the programmes implemented in the LRPs in charge</li> </ul>
9. Cooperates with AAV's other functions to implement AAV's activities at local level	<ul style="list-style-type: none"> <li>Support the RPC and PM to lead the process of new proposals development for LRPs in charge, in collaboration with other functions in AAV.</li> <li>Implementation of all AAV's activities at local levels in LRPs in charge is well conducted and fully delivered.</li> </ul>
10. Safety & Security	<ul style="list-style-type: none"> <li>Follow the Safety and Security Plan, Procedures and guideline by AAI and AAV</li> </ul>
11. Other	<ul style="list-style-type: none"> <li>Other tasks as assigned by line manager are well performed</li> </ul>

## 6. QUALIFICATIONS REQUIRED

<b>Education</b> <ul style="list-style-type: none"> <li>University degree on political &amp; social science, economic or development studies</li> </ul>	<b>Work experience</b> <ul style="list-style-type: none"> <li>At least 3 years relevant working experience</li> <li>NGO working experience is preferable</li> </ul>
<b>Technical knowledge/skills</b> <ul style="list-style-type: none"> <li>Excellent negotiation, facilitation and presentation skills</li> <li>Knowledge of local level issues</li> <li>Expertise on participatory monitoring &amp; evaluation tools and techniques</li> <li>Proven report writing skills, monitoring skills</li> </ul>	
<b>Language</b> <ul style="list-style-type: none"> <li>Excellent English &amp; Vietnamese language</li> </ul>	
<b>Attitude</b> <ul style="list-style-type: none"> <li>Sociable, responsive, committed</li> <li>Teamwork</li> <li>Accountable</li> </ul>	<b>Adherence to:</b> <ul style="list-style-type: none"> <li>Human rights-based approach</li> <li>Poverty and injustice eradication</li> <li>Gender equality</li> </ul>

Approved & Signed

Agreed & Signed

Line Manager

Employee

Date

Date:

Verified & Signed

Verified & Signed

Head of Department

HROD Manager

Date

Date

Approved & Signed

Country Director

Date