Project Officer to work for HRCD project in Hai Phong

Location: [Asia & Pacific] [Vietnam] [Quan Le Chan]

Category: Field Operations

Job Type: Fixed term, Full-time

World Vision Vietnam (WVV) invites competent Vietnamese candidates to work for the position: Project Officer of Resilient to Climate Change and Disaster risks (HRCD) project - this position is supposed to be based in Tien Lang district or in Hai Phong city with frequent travel to Tien Lang district, Hai Phong.

The overall goal of the Hai Phong City Resilient to Climate Change & Disaster Risks (HRCD) is to increase community resilience of the local people in Hai Phong city vulnerable to natural disaster risks and climate changes effects. The project will focus on building Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) capacity for children, Small & Medium Enterprises (SMEs) and communities in the selected areas of Hai Phong city in a comprehensive manner through raising awareness on disaster risks and climate change, increasing local capacity to respond to disaster risks, improving livelihood opportunities as well as reducing vulnerabilities and risks to their livelihoods and the small business sector in target communities of three districts of Ngo Quyen, Tien Lang and Cat Hai. The project is started in 01 November 2013 (including design time) and will be ended in 30 September 2017.

PURPOSE OF POSITION:

The position assists the Project Manager in the design, implementation, and monitoring and evaluation (M&E) of the Hai Phong City Resilient to Climate Change and Disaster risks (HRCD) project, which aims at improving capacity in disaster and climate change mitigation and adaptation for local communities of Ngo Quyen,Tien Lang and Cat Haidistricts as well as institutions and private businesses in Hai Phong City, thus increasing their resilience to climate change impacts.

Project start up:

- In close coordination and collaboration with HEA Team at National Office, WVVs relevant staff in Hai Phong local partner undertakes the project assessment & design in the field
- Assists the Project Manager in preparing annual Plans of Action & Budget
- Assists in setting up project office and project management structure

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- Liaises and builds partnership with local partners and communities

Project Implementation & Management:

- Coordinates with local partners in daily implementation of project activities against approved POAs at district and grassroots level either in Tien Lang, Cat Hai district or Ngo Quyen district)
- Documents good practices
- Organizes workshops, training, and other capacity building activities as necessary.

Project Monitoring & Evaluation:

- Assists the Project M&E Officer in maintaining the project M&E system
- Assists the Project Manager and the M&E Officer in preparing for Baseline survey, Mid-term and final evaluations
- Liaison with relevant local partners and NGOs in Hai Phong city to promote CBDRR/CCA at provincial level
- Liaison and effective relationships with other local partners, NGOs in project implementation and coordination in Hai Phong city are built and strengthened
- Promotes CBDRR/CCA at provincial level
- Networking with local partners in the district assigned

Reporting:

- Periodical reports in line with WVV and donors requirements
- Other reports within responsibilities are made in a timely manner

JOB REQUIREMENTS:

(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior

experience, or on-the-job training)

- A degree, or equivalent experience in disaster risk reduction/ climate change adaptation, or related field, preferably at Masters level
- Strong command of report and proposal writing in English and Vietnamese.
- Reasonable networking and diplomacy skills.
- Sound project planning, management, monitoring and evaluation skills.
- Sound understanding on disaster risk reduction and climate change adaptation
- Strong knowledge in computer applications including word processing and spreadsheets.
- Team builder committed to the transfer of knowledge.
- Willing to travel extensively and cover difficult assignments
- Requires ability to adjust to harsh living conditions.
- A minimum of 02 years experience in management positions within NGO working in both disaster risk reduction/ climate change adaptation and/or development in Vietnam.

World Vision Vietnam is a Christian non-government organization. Applicants having working experience in a similar kind of organization will be an advantage.

Our contact details are:

People and Culture Department

World Vision International - Vietnam

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Tel: 04. 39439920 (ext.118)

We give equal opportunity to every candidate, regardless of religion, race and gender.

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

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