

Job Description

Position: Program Officer/Training Officer for Mekong Vitality Expanded Project

Supervisor: Field Manager

Duty station: Project Office in Vinh Long province

Specific Duties and Responsibilities:

1. Training Planning and Delivery

- Provide TOT trainings on WORTH orientation and WORTH start up including Management Committee training, to the Empowerment Workers.
- Lead the development of trainings, and work plans for the Empowerment Workers to achieve targets.
- Assist Hanoi Team in developing new training materials and curriculum on application of mobile technology and business doing timely and with high quality.
- Deliver quality trainings to the selected WORTH groups on mobile technology application and business doing.
- Review the training and workshop outlines and reports to recommend revision if necessary after field testing.
- Assist Technical Advisor and collaborate with Training Officer in the Hanoi office in designing, formatting and developing WORTH IEC (Information, Education, and Communication) materials timely with high quality.
- Provide/conduct frequent and timely technical assistance and monitoring, including field visit to the Empowerment Workers to ensure quality of trainings conducted at the community.
- Prepare work-plans and distribution of training materials to the community.

2. Training Quality Assurance and Reporting

- Support and ensure that the Empowerment Workers are following the guidelines, well practicing the WORTH concept and methodology and giving quality trainings to the WORTH groups.
- Prepare and submit field trip reports to the Field Manager with recommendations for program's quality improvement.

3. Monitoring and Evaluation

- Participate fully in M&E activities to ensure that training outputs, outcomes and results support achievement of project objectives.
- Manage and implement innovative techniques for monitoring, evaluation, reporting, and learning activities with emphasis on information and communication technologies (ICT) to maintain live data reporting and visualization to donor, partner organizations, and external stakeholders.
- Conduct baseline survey, endline survey and Most Significant Change (MSC) in time.
- Be responsible for preparing and submission of monthly and quarterly M&E reports to the M&E Officer in Hanoi office in a timely and accurate reporting manner.

- Monitor target and actual performance of the project and assist analysis of the data and information to review the Programs progress.

4. Others:

Undertake other related tasks assigned by Field Manager and/or Technical Advisor in Hanoi office to ensure smooth and effective operations of training activities and program quality.

Qualifications & Experiences:

- Vietnamese national.
- Relevant BA Degree, economic background is preferred.
- At least 3 years of experience in development of training materials and curriculum and in delivery of workshops and trainings. Experience in working with communities is preferred.
- Understanding of how microfinance projects work, experience with micro finance project is a plus.
- Strong interest in and familiarity with mobile technology application in business doing, learning and social networking platforms is a plus.
- Ability to work under challenging circumstances with minimum supervision and with diverse group of stakeholder and to produce results.
- Ability and willing to work flexible hours as needed.
- Matured and energetic personality.
- Excellent interpersonal and communication skills.
- Good spoken and written English.
- Good computer skills in using MS Word/ Excel/ Power Point and design software.