

SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
JOB PROFILE

JOB TITLE: Project Officer - DRR and Emergencies	
TEAM: DRR and Emergency	LOCATION: Da Nang
GRADE: D	POST TYPE: Full time staff
CHILD SAFEGUARDING: Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people	
ROLE PURPOSE: The project officer of “Building Resilience to natural hazards in Central Vietnam” is responsible to work closely with team and partners to develop and implement project activities to improve the DRR status of vulnerable children and community in Central Vietnam with focus on Quang Nam and Quang Ngai. The project officer contributes to ensure provision of services for the most marginalised children and their families in coping with natural hazards in line with the SCI priorities. The officer will assist to ensure that Save the Children Vietnam activities are consistent with SCI and Members’ programming principles and approaches, draw on good practices and lessons learned, enable children to attain their rights and are compliant with donor regulations.	
SCOPE OF ROLE: Reports to: Central Area Manager Budget responsibility: Support in managing budget of sub-grants to local partners	
KEY AREAS OF ACCOUNTABILITY: Project management: <ul style="list-style-type: none"> Contribute to ensuring program quality in working closely with team and partners to develop and implement project activities Assist in strengthening positive, productive relationships with relevant government partners, CBO/NGOs, private sector, donors, partners and communities in regards to project activities Promoting Save the Children values: accountability, ambition, creativity, integrity and collaboration through personal role modelling and mentoring Vietnamese colleagues Monitor activities closely, provide or leverage for technical assistance when required Report and recommend appropriate management and technical adjustments to ensure program quality in compliance with SCI/Donors and government requirements. Technical assistance <ul style="list-style-type: none"> Provide technical assistance to partners on implementation methods consistent with acknowledged good practice to achieve sustainable results Collect information and research with partners and communities to contribute to project design and innovative ideas to further project impact. Ensure project activities are implemented in ways responsive to communities, especially children and youth, in line with SCI values and principles, and in line with Save the Children Vietnam’s Country Strategic Plan and Annual Plans. Contribute to ensure appropriate, timely and accurate data collection against agreed indicators to enable both internal and external reporting. Contribute in ensuring timely and high quality donors’ progress and final reports showing progress against agreed indicators for external and internal stakeholders. 	

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Collaboration and Representation

- Regularly coordinate and collaborate with other sector/thematic teams to strengthen programmatic synergies and impact
- Other tasks as required by supervisor.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self accountable for managing resources efficiently, achieving and role modelling SC values
- Holds staff and partners accountable to deliver on their responsibilities with strong support for using their knowledge and creativity to deliver according to communities/beneficiaries' needs, and also providing the necessary guidance/help improve performance, including appropriate consequences when results are not achieved

Ambition:

- Set ambitious goals for self; be creative and proactive for professional development;
- Widely share a personal vision for SC Vietnam programs in line with SCI vision; engage and motivate others;
- Be future orientated and think strategically

Collaboration:

- Build and maintain effective relationships with team, colleagues and external partners and supporters

Creativity:

- Develop new and innovative ideas, especially solutions to problems/challenges
- Be willing to take disciplined risks for children's, youth's and women's wellbeing

Integrity:

- Be honest and encourage openness and transparency in all professional matters

QUALIFICATIONS AND EXPERIENCE:

- At least 2 years' experience in an NGO environment, including experience implementing programs in related fields
- Bachelor's degree in field related/relevant to DRR work
- Good understanding of challenges facing vulnerable children and communities in Central Vietnam regarding DRR and resilience.
- Commitment to humanitarian principles/accountability frameworks, especially for work with vulnerable populations
- Ability to work effectively with people of diverse backgrounds.
- Solid knowledge/experience of effective budget monitoring
- Good skills in communicating in English and Vietnamese.
- Good interpersonal skills.
- Commitment to and understanding of SCI aims, values and principles including rights-based approaches.

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Author :

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