

Project Officer

HELVETAS, an International Non-Government Organization, support the efforts of disadvantaged people and communities to determine the course of their own lives, thereby helping them to help themselves. HELVETAS promotes fair access to essential resources and protect social, economic, political, environmental and cultural rights.

In Vietnam, HELVETAS is looking for Vietnamese citizen for a Project Officer for a project which supports the development of vegetable value chain for the livelihood benefits of rural population.

The project officer will base in Hanoi with frequent travels to provinces.

DUTIES & RESPONSIBILITIES

- Assist and support the project manager in the annual planning, implementing, monitoring, and reporting.
- Responsible for the organization of technical trainings for farmers, farmer organizations responding to market requirements; when needed, act as master trainer.
- Responsible for technical monitor and control project field activities on regular basis, compile monitoring data for the M&E.
- Ensure that implementation of the activities according to the agreed time schedule through close collaboration with the project partners and service providers.
- Draft ToRs and contracts for consultants/service providers to submit to the project manager.
- Closely collaborate with other POs to ensure linkages among activity lines.
- Support the project manager to document lessons and project knowledge; Facilitate coordination and exchange visits; and participate in the HELVETAS internal knowledge sharing.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in a relevant discipline e.g., Agriculture, Agri-bussiness, Community Development.
- 3 years of work experience related to development programmes and/or projects, with national/international agencies.
- Excellent organizational skills with demonstrated ability to work independently, handle a variety of concurrent activities, rank priorities, organize work efficiently, and deliver assignments in a timely manner often under time constraints;
- Ability to communicate effectively, in writing and orally, in English.
- Computer skills in MS Office.
- Adaptability to unusual fast and dynamic changing conditions.

- Knowledge on commodity standards like organic, GAP, etc. and Certification (desirable).

Interested candidates should send applications (CV plus motivation letters and copies of diplomas) to Ms. Trieu Tu Anh, email: trieu.tuanh@helvetas.org or post to HELVETAS Vietnam 298F Kim Ma Street, Hanoi by 10 , January 2016. Please put email title as “Project Officer”.

Only short listed candidates will be contacted.