

Job Description

IIE Job Title:	Senior Program Officer	Effective Date:	March 2016
Business Card Title:	PCD Senior Program Officer	Job Code:	6800
Division:	558	FLSA Status:	X - Non-FLSA Position
Department Code:	2503	*if Exempt:	Choose an item.
Location:	Hanoi, Vietnam	EEO Category:	X - Non FLSA Position
Reports To:	Chief of Party	Job Code Series:	6000
		Hours/Week:	40

The Senior Program Officer will work closely with the Program Director and the PCD team to design and implement capacity development interventions for the PCD program, a five-year project that aims to provide participant training and capacity development services to USAID/Vietnam’s partner organizations to equip key organizations and individuals to better achieve program objectives in the areas of economic growth and inclusion, private sector partnerships and innovation, HIV/AIDS, climate change and disaster risk reduction, disability and vulnerable populations, avian and pandemic influenza, education, and environmental remediation.

Purpose of Position: The Senior Program Officer will support design and implementation of capacity building activities, lead monitoring and evaluation (M&E) of technical assistance/capacity development activities and training programs, and develop, design, and implement short-term training for the PCD program in the following areas:

- Assisting USAID/Vietnam Mission teams in planning and coordinating their overall capacity building and training effort;
- Conducting organizational capacity assessments of government institutions and local NGOs and providing associated technical assistance and other interventions as identified;
- Managing implementation of technical assistance programs for Vietnamese NGOs in coordination with PCD subcontractors and TOs;
- Managing exchange visitor and short-term professional participant training activities for mid - to high-level professionals from the public and private sectors, to be conducted in Vietnam, third countries, or the U.S.; and
- Identifying and competitively engaging training and capacity building and/or logistics providers to support interventions, including managing a small grants program.

Essential Duties and Responsibilities include the following.

- Assist PCD’s technical experts and consultants develop Human and Institutional Capacity Development (HICD) tools that are applicable within the context of Vietnamese/ local NGOs.

This job description is not an exhaustive list of all functions that the incumbent is expected to perform, but is instead a summary of the primary responsibilities and requirements of the job. The incumbent may be asked to perform duties not included in this position description. IIE reserves the right to revise job descriptions at any time based on changes to the required job responsibilities. Staff will be informed of any changes to their job responsibilities.

- Manage subcontractors supporting local NGOs assigned to this position
- In coordination with PCD's technical experts and consultants, identify potential partner organizations (NGOs) for implementing PCD program.
- Assist PCD's technical experts and consultants conduct HICD assessments at local NGOs.
- Provide technical support and participate in the selection of technical proposals, consultants, trainers, and service providers.
- Provide technical support to implementing partner organizations and stakeholders through coaching, mentoring, and on the job training.
- Support planning and logistics for assessments of local organizations.
- Develop and maintain a desk file (file of all documents related to support and technical assistance) for each assigned NGO.
- Update PCD's M&E system including monitoring and evaluation templates for collecting data from project activities including training programs, workshops, and study tours.
- Assist the Chief of Party and Program Manager in planning, developing, implementing, and evaluating short-term training and capacity development activities, ensuring effective and timely implementation of project work plans, and monitoring participant progress.
- Provide guidance to partner organizations for using M&E systems and collecting data.
- Carry out monitoring and evaluation of project activities/interventions including training programs, workshops, and study tours.
- Manage and report on participant data, including data entry of participant and program data into USAID database (TraiNet).
- Assist Chief of Party and Project Manager in extraction of M&E data for project reports.
- Develop training curriculum and other materials as needed to support training and capacity development.
- Support Chief of Party and Program Manager in planning, scheduling, organizing, and implementing training interventions.
- Coordinate training logistics, including participant travel and venue arrangements.
- Maintain up-to-date training materials and data on training providers.
- Identify and document best practices and challenges in capacity building.
- Ensure compliance with applicable contract and donor requirements and IIE policies and procedures.
- Responsible for complying with applicable contract and sponsor requirements and following all IIE policies and procedures.
- Performs other related duties and functions as assigned.

Education/Experience:

- Bachelor's degree required. Master's degree in a relevant field, such International Development, Social Sciences, Education, etc. preferred.
- At least eight years of relevant work experience, including demonstrated experience in M&E, and in supporting short-term training and/or organizational development activities.
- Experience in one of the following technical areas desired: economic growth and inclusion, private sector partnerships and innovation, HIV/AIDS, climate change and disaster risk

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reduction, disability and vulnerable populations, avian and pandemic influenza, education, and environmental remediation.

- Experience working on USAID funded projects and with relevant government agencies strongly preferred.

Knowledge, Skills, and Abilities:

- Excellent oral and written communication in Vietnamese; English proficiency. Detail-oriented team player with experience in a multi-task environment; ability to take initiative and solve problems.
- Excellent critical thinking skills and judgment. Proven willingness to make timely and sound decisions.
- Strong oral communication skills. Ability to communicate, advise, and resolve issues that are complex and sensitive in nature. Ability to communicate effectively with persons on all levels both inside and outside the company.
- Strong written communication skills, including demonstrated ability to write in a clear, concise, well-organized manner.
- Ability to work effectively in an atmosphere of multiple projects, shifting priorities, and deadline pressure. Self-motivated and able to follow through to end of assignments while meeting goals and deadlines.
- Proven ability to effectively use Microsoft Office, spreadsheet, word processing, and position-specific software.
- Accuracy, attention to detail.

Work Environment and Physical Demands: Essential functions are typically performed in an office setting with a low level of noise. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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