



JOB DESCRIPTION

PROGRAM OFFICER - CENTRAL

Location : Hue, Vietnam
Type of Contract: Employee
Length of Contract : Twelve month rolling contract. To be renewed annually, subject to funding availability and performance.
Post Level :
Report to: Program Manager
Supervise: N/A

Job Summary:

The role of Program Officer of Central Region is to ensure excellent coordination, information management and program support initially to effectively deliver on the activities of the program activities of the Central 's portfolio.

He / She will support project roll out, and implementation; including ensuring that project outputs are delivered timely.

Duties and Responsibilities:

Strategic and Planning duties (10%)

- ✓ Contribute to the development of programmatic planning and the development of new projects
- ✓ Assist in the preparation of the project related work plans, budget, training materials, promotion and communication material, progress report, workshop background notes and reports, meeting minutes

Project Implementation Support duties (80%)

- ✓ Liaise and coordinate with the partners and local government and assist them in organizing and conducting the project activities (training, outreaches activities, etc)
- ✓ Monitor the performance outcomes and status of all activities and evaluates and reports these results, as well as recommendations for corrective action

- ✓ Assist in organizing, designing, planning and carrying out workshops, seminars, site events, consultations and other activities organized by project, including preparation of Term of Reference, background documents, agendas, invitations and other relevant documents.
- ✓ Maintain good working relations with the partners of the projects or other stakeholders; Carrying out capacity building for the project partners and ensure the active involvement of the intended project beneficiaries in all aspects of work planning, implementation, monitoring and evaluation.
- ✓ May travel to project sites to monitor and evaluate project progress and reports back, verbally and in writing. May supervise consultants in their work toward project and program goals and objectives.
- ✓ Draft progress reports, program budgets , and cash flow, and regular monitoring expenditures; and ensure that all reports are submitted on a timely basis
- ✓ Maintain accounting record for program expenditure in line with Orbis and donor reporting system

Other duties (10%)

- Perform other duties as assigned by management.

Competencies (Knowledge, skills and abilities needed to perform the job effectively):

- Excellent organizational skills
- Excellent written and verbal communication skills
- Strong analytical skills and project management skills
- Ability to operate with independence, under pressure, to meet deadlines and commitments
- Ability to work on initiatives with multiple and competing priorities
- Good interpersonal skills and the ability to build solid relationships with internal and external partners
- Ability to work effectively as a team member with a wide range of individuals, possibly across cultures and time zones
- Fluent in English

Qualifications and Experience

Education:

- University degree in a relevant field of business management, social science or equivalent. A graduate degree in Medical or Public Health field is desirable.

Experience:

- Minimum of 2 years' professional experience working in Project/Program management of international organizations or government agencies.