

Project Officer

The Swiss Red Cross (SRC) is a member of the International Federation of the Red Cross and Red Crescent Societies; it is part of a worldwide network of 189 National Societies. The purpose of the Swiss Red Cross activities is to protect the lives, health and dignity of human beings worldwide, the Swiss Red Cross is active in a large number of humanitarian programmes.

The Swiss Red Cross has worked in Vietnam in collaboration with the Vietnamese Red Cross particularly in the sectors of health, rural development, disaster mitigation/preparedness, and encouraging programs to prevent and alleviate human suffering.

The Swiss Red Cross has an office in Hanoi in charge of overseeing and managing the day to day operation of SRC programmes in Vietnam as well as coordination with the Vietnamese Red Cross, the wider Red Cross Movement in Vietnam, and other DRR stakeholders.

On September 2012 the Swiss Red Cross commenced a program in partnership with the Vietnamese Red Cross to deliver Community Based Disaster Risk Management (CBDRM) services in seven vulnerable communes in the Ca Mau Province. The first phase of this project was completed at the end of September 2014. In October 2014 Swiss Red Cross and the Vietnamese Red Cross committed to undertake a second phase of activities CBDRM targeting vulnerable communities in Ca Mau

Who we are looking for?

SRC is looking for a committed and passionate Project Officer with strong humanitarian values to oversee our work in Ca Mau. You must be a team player and an excellent communicator. You must have strong project management skills and be able to demonstrate initiative in the implementation of activities. Your main objective will be to work in collaboration with key partners to guarantee the timely implementation, monitoring and evaluation of quality Disaster Risk Management activities at the commune level. You must be willing to live in the Province of Ca Mau and to travel frequently within the province, and from time to time, to neighbouring provinces. In this role you will be supported by a Project Administrative Officer in Ca Mau and the SRC Coordinator in Hanoi. The successful candidate with the right experience will be offered a competitive remuneration package and employment conditions.

Job Description – Project Officer

Title: Project Officer Ca Mau
Location: Ca Mau – VNRC Provincial Chapter
Supervisor: Program Coordinator
Starting Date: As soon as possible

1 Overall Responsibilities

- Oversee the implementation of SRC funded activities through daily technical support to the Project Team at different levels (chapter, districts, and communes).
- Supervise and direct the Project Support staff in the field to implement project activities in a timely manner.

- Ensure project activities are implemented in accordance with approved project documents and meet high quality standards, rules and regulations.
- Support the SRC Country Representative, SRC Finance & Admin Officer, VNRC HQ in Hanoi and Chapter/Branches in Ca Mau (as needed) with coordination, planning, monitoring, budgeting, and narrative/financial reporting.
- Support VNRC and commune representatives to advocate and raise awareness of the local authorities regarding the needs and vulnerabilities of identified communities.

2 Specific Responsibilities

- Coordination
 - Coordinate with the VNRC staff, SRC staff and other Red Cross Movement partners, and local authorities on project activities at Provincial, Districts and Communes levels.
 - Establish effective project coordination mechanisms between VNRC HQ in Hanoi, the VNRC Provincial Chapter, District Branches, and Commune Officers.
 - Support the Project Director and Officer at VNRC's Ca Mau Chapter to undertake regular planning for the implementation of project activities.
 - Represent the SRC at the provincial level including attending local provincial meetings and commune coordination meetings, as requested by the SRC Country Representative.
- Adherence to Swiss RC Finance & Admin procedures
 - Coordinate with SRC Finance & Admin Manager and Officer to provide assistance in the financial management of the project.
 - Supported by the SRC Finance and Admin Officer, ensure the project budget at Provincial level is spent in line with approved activities, and guarantee adherence to SRC accounting and financial reporting standards.
 - Support the Provincial Chapter of VNRC to ensure that project expenses are reported in parallel with activities implementation
 - Coordinate with finance staff on accounting, budget monitoring, and financial reporting
- Monitoring & Evaluation
 - Ensure project activities are implemented as per agreed project documents and conduct regular field visits to targeted districts, communes, and hamlets.
 - Support the Country Coordinator to develop and implement a monitoring and evaluation framework for the project.
 - Involve as much as possible project partners and beneficiaries in the identification of suitable (SMART) indicators to support the evaluation of the program.

- Ensure that supported activities are in line with the Red Cross approach to Disaster Risk Reduction.
- Support the VNRC Provincial Chapter, Districts Branches, and Communal Officers to track and meeting activity deadlines according to project work plans.
- Provide guidance, practical support and develop tools for partners to support data collection and monitoring and ensure that best practices and lessons learnt are integrated into activities implemented.
- Reporting
 - Work with the SRC Coordinator to establish effective reporting mechanisms for the project and review regularly to ensure relevance and appropriateness.
 - Ensure high-quality narrative and financial reporting including supporting partners to provide reports within agreed time frames.
 - Provide clear monthly narrative reports and regular and timely oral updates to SRC's CC, describing the implementation of project activities against the agreed project implementation plans and challenges or issues faced in relation to project implementation or relationships at the provincial, district or commune level.
 - Support VNRC project staff, as required, to provide timely updates on the status of the project.
 - Ensure timely updates to line management (incl. to partners) through clear emails, and regular phone calls.

3 Qualifications & Skills

Required

- University or Master Degree in Disaster Risk Management, Community Development or related field.
- At least 3 years of demonstrated project management/ implementation experience in similar positions.
- Understanding of the CBDRM National Program 'Community awareness raising and community-based disaster risk management'.
- Strong understanding of and demonstrated experience in implementing participatory approaches to working with stakeholders
- Proficiency in English and Vietnamese (both oral and written).
- Demonstrated strong written and oral communication skills.
- Demonstrated ability to motivate others and achieve outcomes in a team environment.
- Ability to analyse situations and provide recommendations on how to progress issues.

- Strong track record of demonstrating high levels of accountability, responsibility and attention to detail.
- Ability to be proactive, innovative and to demonstrate initiative when working in a project setting.
- Strong communication and interpersonal skills, a genuine desire to work with partners to find positive solutions to challenges and demonstrated experience in resolving conflict within the work place.
- Flexibility and capacity to embrace and initiate change according to organizational requirements.
- Capacity to foresee risk factors and propose innovative and practical solutions.

Desirable

- Experience within the Red Cross Red Crescent Movement with strong commitment and understanding of humanitarian values and of the fundamental principles of the Red Cross and Red Crescent Movement.

Applicants are invited to send their CVs and a motivation letter, clearly addressing the selection criteria to Ms Hoa at thanh.hoa242@gmail.com (and cc to ruth.lane@redcross.ch) by 15th June 2016.

Candidate reviews will commence immediately upon publication of this announcement and will continue until a suitable candidate has been identified.

While we appreciate all responses, only candidates under consideration will be contacted.