

**SAVE THE CHILDREN  
INTERNATIONAL PROGRAMS  
ROLE PROFILE**

<b>TITLE: Project Officer</b>	
<b>TEAM/PROGRAMME: AP3 Project</b>	<b>LOCATION: Hanoi with frequently travel to project sites in Yen Bai Province</b>
<b>GRADE: D</b>	<b>CONTRACT LENGTH: From 01 July 2016 to 31 December 2016</b>
<p><b>CHILD SAFEGUARDING:</b>  Level 3: the role holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p><b>ROLE PURPOSE:</b>  Project Officer is responsible for assigned tasks among the implementation of the AP3 project of Scaling up the model of Household to Hospital Continuum Care for Maternal and Newborn Health. The Officer will provide effectively technical support to central, provincial and district partners under the guidance and support of the Project Managers, particularly in the areas of the project planning, implementation, monitoring, supervision and evaluation. This position will also be responsible for the training/capacity building activities under the guidance of the project managers.</p>	
<p><b>SCOPE OF ROLE:</b>  <b>Reports to:</b> : Project Coordinator Manager/Program Operations Manager  <b>Dimensions:</b> This position is also expected to provide assistance and supports to other project managers to implement the other project components of the AP3 project. This position may be assigned by Northern 1 Program Operations Manager in supporting the other projects' implementation as require in line with skills, experience and role.  <b>Number of direct reports: 01</b></p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <ol style="list-style-type: none"> <li><b>1. Project implementation</b> <ul style="list-style-type: none"> <li>- Be responsible for implementing the project activities and outcomes assigned by the project manager related to planning and implementation of partner capacity building activities, including coaching sessions, study tour visits, workshops and trainings, including clinical practicum courses;</li> <li>- Assist the Project Managers to provide direct technical supports to partners at central (Ministry of Health) and provincial (Yen Bai province) levels to ensure implementing effectively the project activities, such as: <ul style="list-style-type: none"> <li>• Provide technical support to partners in developing work plan for project interventions, including Monitoring &amp; Evaluation (M&amp;E) plan, quarterly reports and support Yen Bai province to implement the plan;</li> <li>• Provide technical support to partners in designing, planning, implementing, supervising and assessing each activity in the annual plan;</li> <li>• Monitor progress of project implementation at central (Ministry of Health) and local level under close supervision of project managers, making sure the project activities are implemented as scheduled;</li> <li>• Providing technical support to partners in producing project progress reports, annual reports, donor report and others as required and planned with ability to meet deadlines;</li> </ul> </li> <li>- Document the project materials including project documents, study reports, materials, lessons learned, etc...</li> <li>- Keep the project managers fully informed on progress, obstacles and issues.</li> </ul> </li> <li><b>2. Budget management</b> <ul style="list-style-type: none"> <li>- Budget and support the Project Manager in budget management for the project activities which SC implements directly, and support other Project Officers for maternal and child health projects in other provinces if required;</li> </ul> </li> </ol>	

**DATE**

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**3. Representation, networking and advocacy:**

- Build and maintain effective linkages with Government of Vietnam (GoV) counterparts and partners at all levels in order to promote improved newborn and maternal health care in Viet Nam;
- Help to create, disseminate and promote communication which targets at actors to create change that benefits newborns and mothers;
- Closely work with Ministry of Health (MOH) central levels and other partners for advocacy for newborn health care in Viet Nam;
- Build and maintain effective relationships with relevant NGO's and professional groups that will help further improvement on new born health issues.

**BEHAVIOURS (Values in Practice)**

**Accountability:**

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

**Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

**Creativity:**

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

**Integrity:**

- Honest, encourages openness and transparency; demonstrates highest levels of integrity
- Always acts in the best interests of children

**QUALIFICATIONS AND EXPERIENCE**

**Essential**

- Education: Bachelor Degree in Public Health, Medical Doctor or related fields
- Experiences:
  - 3-5 years of significant experience working on Maternal and Newborn health issues or neonatal care
  - Three years working experience with international organisations or health – focused projects
  - Experiences in working with government counterparts and community based intervention
  - Good communication skills, skilful and positive attitude to team work
  - Excellent computer skills – Word, Excel, PowerPoint

**Desirable**

- Master Degree or equivalent on Ob/Gyn, neonatal or Master of Public Health
- Excellent training and facilitation skills
- Demonstrate an ability to communicate well, even on sensitive and difficult topics with high government officials as well as local communities
- Experience with project design and implementation, including baseline surveys and evaluations
- Experience with developing resource materials and manuals
- English speaking and writing skills
- Skilful in use of statistical package

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