

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.

From 2012 – 2014 VNRC and SRC jointly implemented a first phase of Community Based Disaster Risk management in Ca Mau province. In 2015 VNRC and SRC made a commitment to undertake another phase of CBDRM in Ca Mau. Subsequently a Vulnerability and Capacity Assessment, undertaken in 8 communes resulted in the design and development of a project with two key components. The first component commenced implementation in December 2015, focusing on CBDRM activities. The second component, which is due to commence in October 2016 will focus upon supporting vulnerable households in the areas of WASH and household preparedness through Finance Based Forecasting.

Who we are looking for?

SRC is looking for a committed and passionate Project Officer with strong humanitarian values to oversee the implementation of WASH activities 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 WASH 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 work alongside the Project Officer for CBDRM and you will be supported by the SRC Project Coordinator and Administrative team in Hanoi. The successful candidate with the right experience will be offered a competitive remuneration package and employment conditions.

Job Description – Project Officer

Title: WASH Engineer/ Project Officer Ca Mau
Location: Ca Mau Province
Supervisor: Project Coordinator
Starting Date: asap

1. Overall Responsibilities

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

Technical

- Oversee participatory consultation with target hamlets to support the identification and design of suitable WASH solutions utilising participatory approaches
- Provide quality technical inputs into the design and implementation of WASH solutions for target hamlets
- Check all technical construction documents such as designs, cost estimations, bidding, procedures, bid analysis and contracts in order to ensure adherence to quality standards and fulfilment of agreed technical standards
- Oversee the building of WASH infrastructure in target hamlets ensuring quality and adherence to agreed technical standards
- Train community members to support monitoring and reporting on construction of WASH infrastructure
- Support on the job training and advice to community members and local authorities on the installation and maintenance of WASH infrastructure
- Provide input into the design and support the implementation of a baseline survey on WASH to be undertaken in target communes
- Support the design of IEC materials and behaviour change communications for target communes to improve sanitation practices
- Lead on supporting the Provincial Red Cross Chapter on stakeholder analysis and liaison in target communes in relation to Solid Waste Management
- Provide technical inputs into the design of solid waste management options/solutions for target hamlets

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.
- 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 Project 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 PC, 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 Engineering, WASH, Public Health or related field.
- At least 3 years of demonstrated project management/ implementation experience in similar positions.
- Understanding of and demonstrated experience with implementing participatory approaches related to WASH in development.
- Demonstrated understanding of the linkages between WASH and DRR a strong advantage.
- 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 Sunday 16 October 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.