

# SAVE THE CHILDREN

## INTERNATIONAL PROGRAMS

### JOB PROFILE

<b>JOB TITLE: Project Officer - DRR and Emergencies</b>	
<b>TEAM: DRR and Emergency</b>	<b>LOCATION:</b> Quang Binh/ Danang
<b>GRADE: D</b>	<b>POST TYPE:</b> Full time staff (subject to funding availability)
<b>CHILD SAFEGUARDING:</b> Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people	
<b>ROLE PURPOSE:</b> The Project Officer DRR and Emergency Response (DRR&ER) in Central region is a member of DRR&ER team and is primarily responsible for the implementation of the Flood response Project in Quang Binh. The DRR & ER Project Officer will assist to ensure that Save the Children Vietnam activities are consistent with SCI and Members' programming principles and approaches, draw on good practices and lessons learned, enable children to attain their rights and are compliant with donor regulations.	
<b>SCOPE OF ROLE:</b> <b>Reports to: Senior Project Officer _DRR&amp;ER_ Central Region</b> <b>Budget responsibility: Support in managing budget of sub-grants to local partners</b>	
<b>KEY AREAS OF ACCOUNTABILITY:</b> <b>Implementation of Flood Response Project in Quang Binh Province</b> <ul style="list-style-type: none"> <li>• Implementation of project activities               <ul style="list-style-type: none"> <li>– Work closely with local partners in project implementation to ensure quality and timely delivery of project activities</li> <li>– Liaise and manage relationships and contracts with key project partners including provincial government agencies and local partners</li> <li>– Develop project work plans including that of partner organizations.</li> </ul> </li> <li>• Financial management               <ul style="list-style-type: none"> <li>– Ensure the effective and efficient use of all Save the Children resources in order to keep cost-efficiency of the actions.</li> <li>– Develop, review, and monitor project budgets and partners' budgets, and support the SPO in overall project budgeting, cash forecast, and phasing budgets</li> </ul> </li> <li>• Monitoring and evaluation               <ul style="list-style-type: none"> <li>– Ensure the field M&amp;E, including regular monitoring visits to provinces and the PDM and final evaluation.</li> <li>– Initiate the development of case studies and other project materials</li> <li>– Draft narrative reports (regular internal and donor reports) for submission to SPO for review and compilation.</li> </ul> </li> <li>• Staff management               <ul style="list-style-type: none"> <li>– Provide direct supervision to Project Assistant to ensure the project team works productively in field implementation</li> </ul> </li> </ul> <b>Contribution to the development of DRR&amp;ER programme</b>	

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- Provide technical assistance in terms of DRR and ER to partners on approaches and implementation methods consistent with acknowledged good practice to achieve sustainable results
- Actively participate and provide input for developing new concept notes/proposals and program strategies
- Be updated on and follow recent and cutting edge developments in the regional, and national community in regards to DRR&E.

The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience, including adjustment on job description.

**SKILLS AND BEHAVIOURS (our Values in Practice)**

**Accountability:**

- Holds self accountable for managing resources efficiently, achieving and role modelling SC values
- Holds staff and partners accountable to deliver on their responsibilities with strong support for using their knowledge and creativity to deliver according to communities/beneficiaries' needs, and also providing the necessary guidance/help improve performance, including appropriate consequences when results are not achieved

**Ambition:**

- Set ambitious goals for self; be creative and proactive for professional development;
- Widely share a personal vision for SC Vietnam programs in line with SCI vision; engage and motivate others;
- Be future orientated and think strategically

**Collaboration:**

- Build and maintain effective relationships with team, colleagues and external partners and supporters

**Creativity:**

- Develop new and innovative ideas, especially solutions to problems/challenges
- Be willing to take disciplined risks for children's, youth's and women's wellbeing

**Integrity:**

- Be honest and encourage openness and transparency in all professional matters

**QUALIFICATIONS AND EXPERIENCE:**

- At least 2 years' experience in an NGO environment, including experience implementing programs in related fields
- Bachelor's degree in community develop, social work, environment or related field
- Experience in emergency relief is desired.
- Experience in FSL and/or WASH is desired.
- Good understanding of challenges facing vulnerable children and communities in Central Vietnam and Mekong Delta regarding DRR, Emergency response and resilience.
- Commitment to humanitarian principles/accountability frameworks, especially for work with vulnerable populations
- Ability to work effectively with people of diverse backgrounds.

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- Good knowledge/experience of effective budget monitoring
- Good skills in communicating in English and Vietnamese.
- Good interpersonal skills.
- Commitment to and understanding of SCI aims, values and principles including rights-based approaches.

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**Author : Nguyen Thi Thuy Binh**