

Helen Keller International (HKI) is an international non-governmental organization. Its mission is to save and improve the sight and lives of the world's vulnerable by combatting the causes and consequences of blindness, poor health and malnutrition. We do this by establishing programs grounded in evidence-based research in eye health and nutrition.

HKI has been implementing the Enhanced Homestead Food Production (EHFP) project in Son La since 2013 to increase food availability, diversity and consumption among women and children and positively impact nutrition and food security among participant households. The EHFP model's ultimate goal is to improve the nutrition and micronutrient status of mothers and children under two years of age via: behavior change communication, nutrition education and agricultural training, and the production and consumption of micronutrient rich foods by establishing homestead food production. With the continued support from Irish Aid, the four-year project, "***Scaling up Improved Household Food Security and Nutrition through Enhanced Homestead Food Production,***" will be implemented in Hoa Binh and Lai Chau Provinces. The project's goal of improved food security and nutrition will be achieved by pursuing the following key objectives:

- i. To improve year-round production of safe and micronutrient-rich foods among target households.
- ii. To improve consumption of micronutrient rich foods by households, particularly women of reproductive age and children aged 6-23 months.
- iii. To improve optimal maternal and child nutrition practices.
- iv. To empower participating women

to contribute to the improved nutrition and well-being of their families and in their communities through selling surplus from EHFP produce.

- v. To improve income of households from sale of excess EHFP products through access to small-scale food processing facilities and to markets.
- vi. To strengthen coordination for nutrition and food security at the national and local levels with a focus on equitable inclusion of disadvantaged groups.

We are currently seeking one **Project Officer** and one **M&E Consultant** for this project.

JOB SUMMARY

1. **Project Officer**

The Project Officer (OP) will be based in Hanoi and is required to help the Project Manager monitor program activities and report to the Program Manager. This position will be required to collect and analyze data, and conduct regular M&E visits to the fields and provide recommendations needed to improve the EHFP program.

Report to: Project Manager

Collaborate with: Finance
/Administrative team and other program staff

Duty station: Hanoi

Key Responsibilities

- Help manage and supervise the implementation of the EHFP program in Hoa Binh and Lai Chau provinces in

collaboration with local partners;

- Develop and strengthen partnerships with local partner and key stakeholders, maintaining relationships with relevant authorities;
- Assist to develop, collect and analyze Surveys, and Pre/Post Test for trainings;
- Assist in the design of monitoring and evaluation protocol;
- Assist to improve and distribute EHFP communication materials;
- Monitor and track the progress of EHFP ensuring activities are carried out in appropriate timely manner;
- Report to the Project Manager, liaise with the Finance Administrator;
- Cooperate with another Program Officer to conduct IEC activities
- Produce monthly reports consisting of observations and documentation of work in the field while making recommendations to improve the program;
- Assist with project budget forecast, disbursement and reporting.

Contract duration: 01 year with possible extension; 60 day probationary period

Requirements:

- Vietnamese citizen;
- At least 3 years working experience, preferably in public health/nutrition, agriculture
- Proficiency in Microsoft Office (Word,

Excel, PowerPoint);

- University degree (degree in public health/nutrition is an advantage);
- Working experience in development sector, especially NGOs and community groups;
- Background knowledge of nutrition/agriculture in Vietnam is preferred;
- Has skills in project management, presentation and communication;
- Understanding of and sensitivity to poverty-related development and gender issues;
- Good knowledge of spoken and written Vietnamese and English;
- Ability to work in a team environment without direct formal hierarchy;
- Demonstrates flexibility, adaptability and initiative;
- Motivated team player who can manage his/her own project and provide support to team;
- Agree with HKI's mission and want to contribute to improving nutrition in Vietnam.
- Estimated time for travel to the field 60%

2. M&E Consultant

The Monitoring and Evaluation (M&E) Consultant will provide support both quantitative and qualitative aspects of monitoring and evaluating for the HKI Enhanced Homestead Food Production (EHFP) program, working closely with staff and collaborating partner with organizations.

REPORTS TO: Country Director

JOB RESPONSIBILITIES:

- The M&E Consultant will be responsible for designing appropriate monitoring methodologies and monitoring systems, tools and approaches to capture both qualitative and

quantitative data and information. This includes having overall oversight of the program M&E plan, which the Consultant will co-develop with HKI regional and country leadership.

- Support effective formative research and surveys, working closely with national or international consultants and HKI country and regional leadership.
- Develop user manuals, guidelines and/or other tools to ensure consistent data collection, cleaning storage and analysis.
- Design and implement appropriate tools, techniques & methods for data quality assurance and undertake routine field checking of the work of enumerators and other M&E-related field staff.
- Work closely with program and partner staff and provide support to maintain data consistency.
- Ensure data entry properly and in a timely manner by the partners using predefined software and participate and facilitate regular meeting/workshop/training with program and partners in regards to M&E related activities.
- Provide day-to-day technical assistance to the program staff in the field in order to coordinate, collection, compilation and feedback of field based data.
- Contribute to program learning and improvement by working with senior management to incorporate research findings and monitoring results into the program activities, including through presentations and ad hoc reports as requested.
- Assist in preparing timely regular monthly/quarterly reports as well as reports required by the Government of Vietnam and program donors.
- Contribute to the design of and undertake special studies as needed.
- Provide effective guidance to field officers involved in the collection of household monitoring data, including guidance of day-to-day tasks and development of their knowledge and skills.
- Perform other duties as required.

ACCOUNTABILITY:

The M&E Consultant is directly accountable to the Country Director. Timely and effective implementation of M&E activities through effective planning, resource management and application of skills and up-to-date approaches are key.

RECRUITMENT REQUIREMENTS

Education and Aptitude:

Master degree in a pertinent field (for example: statistics, epidemiology, public health, development and management, Rural and urban planning or other related field)

OTHER SKILLS AND EXPERIENCE:

Required:

- A minimum of 5-7 years' work experience of monitoring and evaluation in public health, with food security and/or nutrition a plus.
- Knowledge of office systems, including experience with computer applications and statistical software (e.g. Access, Word, Excel, E-mail, SPSS/STATA, database management).
- Have demonstrated an ability to develop analysis plans for survey data and analyze survey and monitoring data to support programmatic decision making'.

- Experience working with local partners to facilitate data collection and build local organizational capacity in M&E.
- Willingness to make regular travel to project sites

Desired:

- Have clear understanding of and experience with M&E framework, tools, process, sampling, data collection frequencies and data sources monitoring and evaluation of programs related to public health
- Experience in quantitative and qualitative research, sampling methodology and data analysis is desirable.
- Established track record of achieving results within difficult working environments is required e.g ability to multi-task and work under pressure and tight deadlines and with a team of colleagues;
- Possess good analytical and report writing skills with proven command of English and Vietnamese.
- Excellent communication skills, both oral and written;
- Familiarity with electronic data collection methods;
- Excellent interpersonal and problem-solving skills
- Experience using the DHIS2 information system will be a plus

COMPETENCIES:

Essential Character:	Essential Skills:	Preferred competencies:
Analytical thinking	Relationship building	Writing
Results Orientated	Planning and organising	Flexibility
Independent thinking	SPSS/Stata	Development Orientation
Managing Impact	Understanding others	Thoroughness

HKI offers competitive salary and benefits; women are encouraged to apply.

The interested candidate should submit: A letter of interest; CV; and Supporting documents (as appropriate).

To: **Helen Keller International Vietnam**

Room 103, B5 building, Van Phuc Diplomatic Compound,

298 Kim Ma, Hanoi, Vietnam

Email: ngiang@hki.org; and Cc: pngoc@hki.org. The deadline for submitting applications is **30th March 2017**.

Only short-listed candidates will be contacted

Please follow us on <https://www.facebook.com/HKIVN/> to learn more about what we are doing.