

Vacancy Announcement

Hagar International Vietnam, an international NGO based in Hanoi, invites applications from interested and experienced Vietnamese candidates for the following position.

Position: Monitoring and Evaluation Officer

Start date: ASAP

Job Responsibilities:

1. To manage the monitoring and evaluation function in Vietnam in consultation with the GM Quality Assurance
2. To participate as an active member of the QA team across Hagar globally
3. To support funding acquisition through the development of logical frameworks and key performance indicators
4. To plan and facilitate external evaluations, and assist with project redesign following evaluation
5. To maintain Hagar's reputation for excellence by ensuring timely, accurate and meaningful reports are provided on time to Support Offices or other donors
6. To maintain and strengthen relationships with key external organisation on technical matters

Qualifications:

1. Bachelor Degree in development, business or other relevant degree.
2. Able to write high quality reports in English; attend meetings in English; and have native written and speaking fluency in Vietnamese
3. Proven analytical & critical thinking skills
4. Ability to design robust terms of reference and conduct baselines reviews; mid-term reviews and end-of-programme assessments
5. Ability to coordinate and network effectively
6. Excellent computer skills, especially in word processing and spreadsheets
7. At least 5 years' experience working in an NGO in a relevant position
8. At least 2-years' experience in a monitoring and evaluation role

Please send a Cover Letter with your CV with the subject: **Application for Monitoring and Evaluation Officer** to email: info.vn@hagarinternational.org by **April 21st, 2017**.