

**Plan in Vietnam
Job Description**

Job Title: DRR Specialist cum Project Coordinator	Job grade: D1
Reports to: DRM Program Manager	Working Location: Country Office
Unit/ Department: Program Department	Effective date: July 2017
Staff Directly Supervised (position): none	

Introduction:

Child centered Disaster Risk Management (DRM) and Climate Change Adaptation (CCA) is one of Plan in Vietnam's country programs. In order to expand its program portfolio, Plan in Vietnam is seeking a DRM Specialist cum Project Coordinator to develop and implement the Child Centered DRM strategy and related projects.

Job purpose:

To develop Plan Vietnam's strategy on Child Centered DRM and coordinate and ensure effective development, implementation, monitoring and evaluation of DRM projects in assigned locations.

Job Responsibilities:

Project development

- Develop the strategic models to expand Plan Vietnam's programming on DRM in line with its current program on Disaster Risk Management building upon and Plan's global experiences in the area of DRM and CCA
- Develop and disseminate concrete plans for demonstration of Plan's programs and expertise on DRM to government, donors, development agencies and other stakeholders
- Take the lead in surveys, researches and studies independently or jointly with other agencies and stakeholders
- Be part of fund raising for development of DRR/CCA program

Project coordination

- Coordinate the project implementation and monitoring activities in assigned locations in line with the projects' focus and design and in close collaboration and communication with program unit (PU) project teams
- Develop technical guidance for project interventions and provide direct technical support to PU staff and partners
- Ensure monitoring systems are in place to track project results according to M&E policies of Plan Vietnam and donor agencies
- Provide training and transfer of specific skills to PU staff and partners on DRM and CCA integration into development activities

External and internal networking

- Maintain networking with appropriate organizations at national levels via participation in forums, working groups, meetings and dialogues on DRM in Vietnam (including the DMWG of the NGO Resource Centre)
- Maintain partnerships with national and provincial key partners
- Participate actively in the DRM technical network within Plan to disseminate lessons learnt and noteworthy practices
- Contribute to systematization of lessons learnt and knowledge management in DRM at the regional level in the relevant Plan network
- Communicate and contribute to innovation in program implementation, pro-actively propose solutions to challenges
- Document and share information related to DRR both internally and externally
- Collaborate with other stakeholders to raise awareness and advocate for appropriate policies with relevant bodies

Other task

- Participate as an active member of Plan's Disaster Preparedness Focal Point to provide

- management, operational and technical support in emergencies to support affected communities
- Support Plan Field Offices in emergencies to support affected communities
- Other duties as assigned

Qualifications:

- University graduate in related field

Experience:

- Minimum of 03 years experience of which at least three should have been spent in a managerial position in community development projects/Disaster Risk Management/Climate Change Adaptation and Mitigation programs/projects
- Experience working in partnership with national/local NGOs and governmental and other non-state actors
- Experience of working with children and communities and in partnership with different stakeholders

Knowledge and skills:

- Knowledge on disaster management policies, climate change adaptation strategies and programs in Vietnam
- Excellent communication, interpersonal and networking skills
- Excellent report and proposal writing skills in English
- Strategic thinking
- Good organizational and administrative skills
- Good interpersonal, influencing, negotiation and advocacy skills
- Good analytical and planning skills
- Ability to work as a team
- Able to communicate in English
- Good level of computer proficiency

<p>We have carefully reviewed this Job Description and are satisfied that it fully and accurately describes the requirements of the position.</p> <p>LINE MANAGER</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>	<p>I have read the Job Description and discussed the contents and agreed with my line manager.</p> <p>JOB HOLDER</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>
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