



JOB DESCRIPTION

PROJECT OFFICER

ORGANIZATION/ PROJECT BACKGROUND	<p>The Adventist Development and Relief Agency (ADRA) works in over 134 countries with people living in poverty and distress to create positive change and social justice through empowering partnerships and responsible action. ADRA in Vietnam is a learning organization that pursues excellence and commits its resources in response to emergencies and community-based needs through effective partnerships.</p> <p>In 1988, ADRA began operations in Vietnam with the shipment of medicines from U.S.A. through ADRA Indochina, the former regional office based in Bangkok, Thailand. ADRA in Vietnam's office has been located in Hanoi since 1993 and in the last two decades, the organization has implemented more than 200 projects in over 50 of provinces in Vietnam. Current projects of ADRA in Vietnam are in HIV/AIDS, sexual and reproductive health education and counseling for adolescents and ethnic minorities; support for people with visual impairment and their families; livelihood development and sustainability, climate change adaptation and mitigation, and disaster risk management. Our project sites include Cao Bang, Hanoi, Tay Ninh, Binh Phuoc, Thai Binh and Vinh Long.</p>
DEPARTMENT	Programs
POSITION TITLE	Project Officer
LOCATION	Base in Bao Lac, Cao Bang Workstation Office
LENGTH OF CONTRACT	36 months from July 1 st , 2017 – June 30, 2020
REPORTS TO/ SUPERVISED BY	Programs Director
SUPERVISES	N/A
HOURS OF WORK	At least 38 hours/ week Mondays to Fridays
BENEFITS/ INSURANCE	<p>According to Vietnam Labor Code and ADRA's labor Regulation</p> <ul style="list-style-type: none"> • Contracted salary/month: stated in the labor contract • Health insurance through AonCare <ul style="list-style-type: none"> ○ In-patient medical coverage ○ Out-patient medical coverage including dental care ○ Personal accident insurance coverage • Vietnam Social, Health and Unemployment Insurance • Leaves: Annual leave – 15 days; and other leaves stipulated in the ADRA's Labor Regulation • Career development opportunity: upon to the need of the projects and budget availability
TERMINATION	30 Working Days Notice Required

<p>JOB OVERVIEW / GENERAL DESCRIPTION</p>	<p>This position works under the supervision of ADRA Vietnam Programs Director and is responsible for the technical inputs and training delivery for ADRA in Vietnam’s project in Climate change response with a focus on Renewable energy development for the poor ethnic minority groups in Bao Lac, Cao Bang.</p> <p>This position will be based in Bao Lac, Cao Bang.</p> <p>Responsible for the Implementation of Project: <i>Climate Resilient Agriculture and Renewable Energy for Sustainable Livelihood Improvement Project – Phase II</i> (CARE II). The project will work with the local authorities and communities as well as businesses for renewable energy market development.</p>
<p>JOB DUTIES/ RESPONSIBILITIES</p>	<p>Main duty 1: Project tasks</p> <ol style="list-style-type: none"> 1. Review the Renewable Energy techniques and market in Vietnam 2. Make the Project plans with the commitment of partners 3. Provide and coordinate trainings on Climate change and renewable energy models related project activities for both project and partner staffs, and local beneficiaries 4. Design training IEC materials for project training and awareness raising. 5. Project training reporting, Monthly and Quarterly reports. 6. Directly carry out the project survey and assessment wherever capable 7. Provide technical inputs for planning, implementation and M&E of project activities 8. Assure proper project documentation/database and data collection of the Project activity for leaning and sharing. 9. Establish and maintain good working relationships with all project participants and key stakeholders at all levels in the areas 10. Support external missions, cooperation with other organizations in ways that foster transparent and open learning discussions. 11. Represent project at key events, conferences, meetings, and workshops pertaining to the projects. 12. Support donors in their monitoring trip to the projects <p>Main duty 2: Other duties</p> <ol style="list-style-type: none"> 1. Coordinate with the Senior Accountant in Hanoi Office and Programs M&E Officer in assuring proper use of budget and financial reporting 2. Actively participate and represent ADRA Vietnam in relevant networking 3. Learn new development topics such as human resources development, DRR, climate change adaptation and mitigation. 4. Provide trainings to build capacity for local partners in the areas whichever are relevant and capable; 5. Provide further coaching and mentoring for the trainees after the trainings conducted; 6. Training need assessment, after-training evaluation and reporting 7. Document training approaches, lesson learnt and good practices for internal/external use and publication in collaboration with the project managers and relevant stakeholders. 8. Fulfill any other relevant tasks as requested by the Programs Director
<p>MEASURABILITY / EXPECTED OUTCOMES</p>	<p>Success will be demonstrated by:</p> <ol style="list-style-type: none"> 1. Appropriate renewable energy models including the trainings are provided to ADRA and Partner staff and beneficiaries 2. Training and IEC materials are designed, development, field-tested and used according to the project goals and needs 3. Renewable energy market is developed and functioned for the local clients

	<ol style="list-style-type: none"> 4. Internal and external research work is done properly and accepted by donors 5. Annual project work plan and master work plan are developed and implemented 6. M & E system of the project is in place and applied 7. Project is documented through a database of data and literature 8. Networks and contacts with national, provincial and district authorities or other partners are maintained
REQUIRED COMPETENCIES	<p>Knowledge:</p> <ul style="list-style-type: none"> • Bachelor or Master Degree in Environmental sciences, Agriculture or relevant fields. • Experience in working with multiple stakeholders at all levels • Experience in working on Climate Change projects is preferable. • Experience in working on business development projects is preferable. • Strong knowledge on planning, communication and IEC. • Understanding of international and community development is preferable.
	<p>Skills</p> <ul style="list-style-type: none"> • Working under high pressure with self-motivation skills • Excellent interpersonal skills • Strong collaboration and coordination skills at all levels • Strong training skills • Able to work under high pressure • Result-oriented and time management skills • Strong analysis and report writing skills • Ability to system quality set-up, maintenance and quality assurance • Ability to work at strategic and detail levels • Strong communication skills and ability to work independently and in a team • Good at spoken and written English • Computer literacy: expert level capacity with common office software packages, email, and the Internet; experience with SPSS data analysis; IT experience, such as network troubleshooting and computer maintenance.
	<p>Experiences</p> <ul style="list-style-type: none"> • At least 05 years in climate change/renewable energy/business development/management project • Report writing and editing • Working experience in climate change and livelihood improvement is an advantage • Working experience with business sector is requested
	<p>Attitudes</p> <ul style="list-style-type: none"> • High commitment to devolvement sector • Willingness to travel to and work at various project sites in Vietnam • Respect ADRA's missions, values and beliefs. Compliance with ADRA Vietnam's policies and manuals.

Employee: _____

Supervisor: _____

Date: _____

Date: _____