

**Plan International in Vietnam
Job Description**

Job Title: Project Officer	Job grade: C1
Reports to: Hanoi Program Unit Manager	Working Location: Hanoi PU
Unit/ Department: Program Unit	Effective date: 1 th July 2017 Ending date: 31 st May 2018
Staff Directly Supervised (position): none	

Purpose:

The Youth employment project in Hanoi is funded by Hyundai E&C and Hyundai Motor Company of Korea. It is three years project which aims to increase youth employment in Hanoi through providing market oriented vocational training courses for vulnerable youth including youth out of schools; setting up sufficient training environment base on labor market and increasing vocational training access.

The Project Officer will act as a team member of Hanoi Program Unit who will work closely with the Project Coordinator, Finance Officer to fully implementation of the project.

Job Responsibilities:

- Work with the Project Coordinator to nurture positive and productive partnership with Hanoi Industrial Vocational College and College of Urban Construction Work to ensure its continuity and improvements throughout the project;
- Work with project team and assigned partner (HIVC) to make sure the full implementation of project detailed plan following the agreed partnership agreement between Plan International Vietnam and HIVC following Vietnamese law and regulations, and Plan's policies and procedures.
- Be responsible for assigned project budget resources of HIVC and be responsible for regular finance monitoring and annual budget revising of respective partner. To ensure financial and administrative requirements of project are completed in a timely manner.
- Work with Project Coordinator to be responsible for regular performance review meetings to assess progress; agree on; and communicate any changes in strategy with the key project stakeholders;
- Work with Project Coordinator to strengthen cooperation among partners CUWC and HIVC to provide safety training for students and to build the bussiness networking on safety construction.
- Work with the Project Coordinator to develop a system for capturing, documenting and disseminating project experiences, achievements, lesson learnt and best practice to stakeholders while maintaining project records for accountability purposes;
- Be responsible for collecting, analyzing the information on project theme. Identify and participate in operational research related to the project;
- To provide support and assistance to the direct Supervisor as required.

Qualifications:

- A degree in Development Studies, Education, Social Science, or any other relevant qualification.

Experience:

- At least 3 years of hands-on experience in implementing development programs in an urban setting, particular in vocational skill training course
- At least 3years of practical experience in working with government partners at provincial and ministerial level
- Experience of working with vulnerable youth in an urban setting is a prerequisite;
- Practical knowledge and skills in designing, planning, implementing and monitoring of economic empowerment programs in an urban setting;
- Develop and maintain strong strategic partnerships with various stakeholders aligned with vocational training to youth
- Good understanding of current policy developments on Youth vocational training in Vietnam.

Knowledge and skills:

- Knowledge of policies and issues related to Youth Vocational training and employment in Vietnam
- Knowledge of evidence based advocacy
- Good interpersonal, influencing, negotiation skills
- Good conceptual and analytical skills
- Ability to solve problem effectively
- Ability to build external relationships and network, especially with business sectors
- Excellent English oral and written communication
- High level of computer proficiency
- Analysis & results dissemination skills
- Demonstrated knowledge and experience in Project planning, monitoring, evaluation
- Good team working skills

We have carefully reviewed this Job Description and are satisfied that it fully and accurately describes the requirements of the position.

DIRECT SUPERVISOR

Name:

Signature

Date

I have read the Job Description and discussed the contents and agreed with my line manager.

JOB HOLDER

Name

Signature

Date