

**SAVE THE CHILDREN  
INTERNATIONAL PROGRAMS  
JOB PROFILE**

<b>JOB TITLE: Project Officer – Disaster Risk Reduction and Emergency Response</b>	
<b>TEAM: Disaster Risk Reduction and Emergency Response (DRR &amp; ER)</b>	<b>LOCATION:</b> Southern Area Office, Ho Chi Minh City
<b>GRADE: D</b>	<b>POST TYPE:</b> Full time staff (subject to funding availability)
<p><b>CHILD SAFEGUARDING:</b> Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people</p>	
<p><b>ROLE PURPOSE:</b> The Project Officer (PO) DRR&amp;ER in Southern region is a member of DRR&amp;ER team and is primarily responsible for the implementation of the DRR&amp;WASH project in Mekong Delta provinces. The PO will assist to ensure that Save the Children Vietnam activities are consistent with SCI and Members’ programming principles and approaches, draw on good practices and lessons learned, enable children to attain their rights and are compliant with donor regulations.</p>	
<p><b>SCOPE OF ROLE:</b> <b>Reports to: Area Manager – Southern Area Office, Ho Chi Minh City.</b> <b>Budget responsibility: Support in managing budget of sub-grants to local partners.</b></p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b> <b>Implementation of Samsung funded DRR&amp;WASH Project in Mekong Delta provinces</b></p> <ul style="list-style-type: none"> <li>• Implementation of project activities <ul style="list-style-type: none"> <li>– Work closely with local partners in project implementation to ensure quality and timely delivery of project activities;</li> <li>– Liaise and manage relationships and contracts with key project partners including provincial government agencies and local partners;</li> <li>– Develop project work plan including that of partner organizations.</li> </ul> </li> <li>• Financial management <ul style="list-style-type: none"> <li>– Ensure the effective and efficient use of all Save the Children resources in order to keep cost-efficiency of the actions;</li> <li>– Develop, review, and monitor project budgets and partners’ budgets, and support the SPO in overall project budgeting, cash forecast, and phasing budgets.</li> </ul> </li> <li>• Monitoring and evaluation <ul style="list-style-type: none"> <li>– Ensure the field M&amp;E, including regular monitoring visits to provinces and the PDM and final evaluation;</li> <li>– Initiate the development of case studies and other project materials;</li> <li>– Draft narrative reports (regular internal and donor reports) for submission to SPO for review and compilation.</li> </ul> </li> </ul> <p><b>Contribution to the development of DRR&amp;ER programme</b></p> <ul style="list-style-type: none"> <li>– Provide technical assistance in terms of DRR and WASH to partners on approaches and implementation methods consistent with acknowledged good practice to achieve sustainable results;</li> <li>– Actively participate and provide input for developing new concept notes/proposals and program strategies.</li> </ul>	

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- Be updated on and follow recent and cutting edge developments in the regional, and national community in regards to DRR&WASH.

The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience, including adjustment on job description.

**SKILLS AND BEHAVIOURS (our Values in Practice)**

**Accountability:**

- Holds self accountable for managing resources efficiently, achieving and role modelling SC values.
- Holds staff and partners accountable to deliver on their responsibilities with strong support for using their knowledge and creativity to deliver according to communities/beneficiaries' needs, and also providing the necessary guidance/help improve performance, including appropriate consequences when results are not achieved.

**Ambition:**

- Set ambitious goals for self; be creative and proactive for professional development;
- Widely share a personal vision for SC Vietnam programs in line with SCI vision; engage and motivate others;
- Be future orientated and think strategically.

**Collaboration:**

- Build and maintain effective relationships with team, colleagues and external partners and supporters.

**Creativity:**

- Develop new and innovative ideas, especially solutions to problems/challenges;
- Be willing to take disciplined risks for children's, youth's and women's wellbeing.

**Integrity:**

- Be honest and encourage openness and transparency in all professional matters.

**QUALIFICATIONS AND EXPERIENCE:**

- At least 2 years' experience in an NGO environment, including experience implementing programs in related fields;
- Bachelor's degree in community develop, social work, environment or related field
- Experience in DRR and/or WASH is desired;
- Good understanding of challenges facing vulnerable children and communities in Mekong Delta.
- Ability to work effectively with people of diverse backgrounds;
- Good knowledge/experience of effective budget monitoring;
- Good skills in communicating in English and Vietnamese;
- Good interpersonal skills; and
- Commitment to and understanding of SCI aims, values and principles including rights-based approaches.

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**Author : DRR & ER Programme Manager**