

**Plan 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: 1th Aug 2016 Ending date: 31st Aug 2019
Staff Directly Supervised (position): N/A	

Purpose:

The Empowering Female Migrant Youth to Succeed in the City and Workplace (SAFE) project in Hanoi is funded by AUSAID and ANO. It is three years' project which aims to enhance the resilience and economic security of migrants in urban areas by providing youth (aged 18-30) with skills, leading to decent work (as defined by the ILO) opportunities. The project will provide 800 female youth beneficiaries with access to trainings, decent employment linkages, sustainable business planning and opportunities to work with their communities in resiliency and mitigation planning, enabling 640 of them to get jobs and to start businesses.

The Project Officer will act as a team member of Hanoi Program Unit who will work closely with Project Coordinator to fully responsible for the implementation of the project period 1st August 2016 to 31st August 2019. He/she will ensure meaningful and active participation of all stakeholders including female migrant youth, business, LIGHT and Bac Thang Long Vocational College in the whole project period to deliver the following project expected results:

- 800 female migrant youth aged 18 to 30 living in Thang Long Industrial Zone enroll in technical vocational education and training (TVET) and employment opportunities.
- 640 female migrant youth graduating from TVET and soft skills training course are introduced to quality employment opportunities (i.e., 'decent work') through job placement and entrepreneurship development and support initiatives.
- 590 female migrant youth transition into decent employment and 50 start or engage in small business activities.
- 2000 female migrants receive life-skills orientation providing essential information on safe places to live, methods to reduce vulnerabilities to gender-based violence, and referrals to access social and health services.
- Relevant government agencies, local authorities, and quality employers have increased capacity to guarantee decent work and the provision of appropriate, quality, and inclusive social, health, and protective services for migrant youth.

Job Responsibilities:

A Project Officer is working with the Project Coordinator, with the support from Finance Officer, Hanoi Program Unit Manager, to facilitate LIGHT, Bac Thang Long College and other stakeholders to fully implement the project. The Project Officer will have the following responsibilities:

- Closely working with PC in building positive and productive partnership with LIGHT, Bac

Thang Long Vocational College, Bac Thang Long Industrial Management Center, Dong Anh Women Union and enterprises to ensure its continuity and improvements throughout the project;

- Together with the project coordinator to work with above partners and stakeholder to design the detail project implementation plan following the approved project proposal; development of technical tools with adequate consultation and participation of staff and other key stakeholders at all stages of project implementation;
- Be responsible for assigned project component (either Job oriented vocational training course or Safety Arrival Center and Business network) and be responsible for regular finance monitoring and annual budget revising of respective partners. 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;
- Be responsible for assigned project budget resource. Ensure efficient utilization and timely accountability of funds and other resources allocated in accordance with grant conditions. To ensure financial and administrative requirements of project are completed in a timely manner.
- Work with 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;
- Collecting data and preparing and submitting quality and timely project reports to the Project Coordinator for report consolidation per donor requirements and the project monitoring & evaluation plan; responsible for filling the project beneficiaries in the YES! ME! System (Plan International system on Youth economic empowerment program)
- Work closely with project coordinator to collect, analyze 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 women empowerment program and Job oriented vocational training courses
- At least 3 years of practical experience in working with government partners and local NGOs
- 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
- Good knowledge on Gender Equality and Domestic Migration
- Good interpersonal, influencing, negotiation skills
- Ability to solve problem effectively
- Ability to build external relationships and network, especially with business sectors
- Good 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