

## Senior Programme and M&E Officer



Changing the world through Education

Aide et Action International (AEAI) is an international NGO, headquartered in Geneva, Switzerland. AEA International began its programs in 1981 and is now working in more than 20 countries across Africa, the Caribbean, Europe, South Asia, Southeast Asia and China to support the development of sustainable education projects with our belief in the universal right to a quality education. Each AEAI intervention is based around this ethos.

In Vietnam, AEA started working in 2003. Our approaches focus on early transformation during two time periods which are most critical in a child's schooling, Early Childhood Care and Education (ECCE) to basic education. Over 10 years of experiences along with local communities, partner organizations, and governments, we have implemented a number of projects in various locations. We are currently recruiting **a creative, enthusiastic and innovative Vietnamese candidate** to fill the following position.

<b>Job Title:</b>	<b>Snr. Programme and M&amp;E Officer</b>		
<b>Department/Group:</b>	Programme		
<b>Directly reports to:</b>	Country Programme Director	<b>Technically reports to:</b>	Head of Programme
<b>Location:</b>	Hanoi – Vietnam	<b>Travel Required:</b>	25 - 40% to project sites and other countries

### **Job Purpose:**

The incumbent will work closely with programme function to initiate, develop and implement programme strategy and advise on program planning, monitoring, evaluation. S/he will provide technical support to programme staff on M&E tools to ensure the programme implementation delivers desirable and quality results.

### **Main Responsibilities:**

*Lead technical guidance and implementation of monitoring and evaluation systems for EC funded projects and AEA programme as a whole*

- Maintain and update the M&E system, on an ongoing basis. Generate needed reports to meet donor and other stakeholder requirements.
- Lead implementation of surveys, establish supportive supervision processes, oversee data collection and consolidate lessons learned and make suitable recommendations for future program implementation.
- Ensure program reports are submitted and disseminated in a timely manner, in line with established protocols.

- Provide technical assistance to partners in project areas for monitoring and improvement of program activities.
- Lead design of flexible systems to collect, store and analyze health data from multiple sources.
- Participate in the yearly development of a project work plan, including budgeting.
- Participate in funding raising activities for proposal development.

*Be in-charge of designing and implementation of a project area:*

- Coordinate the development of annual and quarterly work plans and operational budgets and ensure timely submission of these documents to the supervisor and the region
- Work in partnership with partners and different stakeholders to design and implement the project activities
- Identify the requirements of donors' requirements that match with Aide et Action's mandate such as the themes or focus areas in educational sectors
- Co-lead proposal development, budgeting, fundraising including processing applications for grants in response to donors' requirements in countries of intervention and contribution from regional team
- Participate in the elaboration, presentation and follow up of the proposals submitted to donors or funding agencies, including clarifications of the issues raised by donors
- Strengthen relationships and network with representatives from institutional partners, government counterpart, UN agencies, International and local NGOs
- Represent AEA to different forums and keep abreast of trends in education for advocacy/collaboration and promote organizational niche/thematic at national and regional levels

#### **QUALIFICATIONS:**

- A degree in the field of education, social science, or related disciplines preferably at Master's level
- Excellent command of English languages and knowledge of French is an asset

#### **WORKING EXPERIENCES:**

- At least 5 years working experience for INGOs especially M&E experience, both qualitative and quantitative, in development projects
- Experience in community mobilization and participatory decision making highly preferred and valued
- Experience in managing grants and contracts in education setting, including developing project scopes, work plan and budget, and coordinating work of consultants and subcontractors
- Experience in designing tools and strategies for data collection and analysis
- Strong ability to work independently, organize work, meet deadlines, maintain composure, prioritize work under pressure, coordinate multiple tasks and maintain attention to detail

#### **SKILLS:**

- Excellent interpersonal and problem-solving skills, creativity and flexibility
- Personal qualities: Works well in and promotes teamwork, comfortable in a multi-cultural environment, flexible and able to work effectively under pressure and to handle a heavy, diverse workload

- High level of computer proficiency
- Analysis & results dissemination skills
- Demonstrated knowledge and experience in Project planning, monitoring, evaluation

### **AEAI vision and values**

#### **Vision**

A world where each person's dignity is assured through education which is central to human development

#### **Values**

Our actions are guided by the values of freedom, respect, solidarity, equity, and integrity

Please send your application letter, CV and related qualification to email address: [info-vietnam@aide-et-action.org](mailto:info-vietnam@aide-et-action.org) no later than 13 November 2017. Only short-listed candidates will be contacted for tests/interviews.