

**Plan International Vietnam
Job Description**

Job Title: Project Officer for Disaster and Climate Resilience	Job grade: C2
Reports to: Program Manager on DRR/CCA	Working Location: CO
Unit/ Department: Program Department	Effective date: November 2017
Staff Directly Supervised (position): none	

Introduction:

Plan International (Plan) is an independent development and humanitarian organization that advances children’s rights and equality for girls. We strive for the world, working together with children, young people, our supporters and partners in over 70 countries across the world.

In next five-year Global Strategy, Plan will deliver significant change for girls and boys, putting a special emphasis on gender equality. Every girl and boy has the right to be healthy, educated, protected, valued and respected in their own community and beyond. Girls have the power to change the world.

In Vietnam, Plan has launched the Country Program Strategy since 2017 aimed at marginalized children and youth in Vietnam, especially adolescent girls, are able to reach their full potential in a society that protects and respects their rights. By 2021, Plan reaches two (2) million girls learn, lead, decide and thrive. Child-centered Disaster Risk Reduction and Climate Change Adaptation (CCDRR&CCA) Program is as part of the Country Program Strategy to contribute to its target with annual budget is up to million USD. Plan is seeking an experienced and motivated candidate to coordinate and delivery projects related to disaster/climate resilience under CCDRR/CCA program.

Job purpose:

- To deliver supports on climate resilience to the ADB/Trust Fund funded in 6 cities of Ha Giang, Vinh Yen, Dong Hoi, Hue, Hoi An and Ho Chi Minh city;
- To provide technical supports on school-based disaster risk reduction to DGD funded project in Lai Chau and Kon Tum and Norad funded project in Ha Giang and Quang Binh.
- Fixed term contract for 2 years and possibly renewed but no longer than four (4) years.

Job Responsibilities:

Deliver technical supports on climate resilience to project’s partners in implementation of the project “Sharing Knowledge and building capacity of targeted DMC cities” which funded by ADB/Arup in Vinh Yen, Dong Hoi, Ha Giang, Hoi An Hue and Ho Chi Minh cities:

- Work directly with Project Coordinator and ADB’s PUMs in planning and implementing the project’s activities accordance with work plan in target project areas.
- Provide technical supports in capacity building and awareness raising during project’s implementation.
- Participate in networking at country and regional levels for peer learning and joint training activities in different provinces in Vietnam.
- Provide technical support in monitoring and evaluation of project’s implementation in project target areas.
- Possible traveling is required.

Provide technical guideline on school-based disaster risk reduction to project’s partners in implementation of the project “We strive for a just world that advances the children’s rights and equality for girls” which is funded by DGD/Plan Belgium in Kon Tum and Lai Chau provinces:

- Work directly with Project Coordinator to provide technical support to integrate DRR/CCA to early child care development in project target area.
- Provide technical guidance and instruction to project’s partners (Vietnam Women Union, Central for Live&Learn and Plan PU’s staffs) to delivery the school-based disaster risk reduction in target areas including initiatives in digital and technology application.

Provide technical support and guidance to disseminate the safe school model under the project “Safe school for ethnic minorities” in Ha Giang and Quang Binh provinces which funded by Norad:

- Work directly Project Coordinator for collecting evidence-based, data, good practices and lesson learned for documentation of safe school model.
- Provide guidance, template and technical inputs to standardize safe school model for advocacy and scale-up purpose.
- Possible travelling is required.

Other tasks

- Support to knowledge management related to disaster risk reduction and climate change adaptation for capacity building and program development.
- Contribute to the related research and knowledge product development activities as required
- Contribute to maintain networks with various stakeholders and organizations at the national level via joint works, documentation and sharing of Plan’s good practices, and participation in joint events (e.g. CCWG, DMWG of the NGO Resource Centre, related Regional Offices and National Offices’ networks/working groups)
- Participate as an active member of Plan’s Disaster Preparedness to provide management, operational and technical support in emergencies to support affected communities
- Other duties as assigned

Qualifications:

- University Degree in related fields

Experience:

- Minimum of 05 years of experience, 03 of which should be in a managerial or key technical support position in Community Development /Disaster Risk Management/Climate Change/Environment programs/projects
- Experience in working in an international organization is preferable
- Familiar with Community-Based and Child-Centred approaches.

Knowledge and skills:

- Proven knowledge on Climate Change, Disaster Risk Management and Environment
- Excellent command of English (all skills)
- Excellent communication, interpersonal and networking skills
- Good analytical and organizational skills
- Ability to work as both a team member and an individual
- Ability to handle pressures and travel frequently
- Good level of computer proficiency

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

LINE MANAGER

Name:

Signature:

Date:

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

JOB HOLDER

Name:

Signature:

Date: