

JOB DESCRIPTION
(National Project Officer - NPO)

Job Title	:	National Project Officer (NPO) (1 post)
Work base	:	HelpAge International Office in Hanoi, Vietnam (HAIV) Around 35% traveling to the field
Contract timeframe	:	From the third week of Oct 2021 to Dec 2022 (with possible extension), 2-month probation (full salary)
Reporting to	:	Country Director (CD) or National Program Manager (NPM)
Relations with others	:	Close working relations with all members in the HAIV team, partner organisations, projects and local partners
Salary	:	650 USD/month (full-time, gross) (Equivalent: 15 million VND per month)
Benefit	:	Provident Fund (10% of base salary) and Social, Health and Unemployment Insurances
Recruitment	:	Local recruitment (only Vietnamese)
Application closing date	:	10 October 2021

Note: This job description is indicative of areas of work. However, given the nature of our work, some adaptations and flexibility are required. Thus, the job description (JD) will be modified from time to time, in consultation with the staff involved.

ALL APPLICANTS MUST HAVE THE EXISTING RIGHT TO WORK IN VIETNAM

1. HELPAGE INTERNATIONAL

HelpAge International is global network of organisations working towards a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. The HelpAge global network is made up of 158 members in 86 countries working to support older people and promote their rights, with programmes managed by hubs in London, Africa, Asia and the Middle East.

The world HelpAge wants to see is the one where every older person, everywhere can say:

- I enjoy the well-being
- I am treated with dignity
- My voice is heard.

HelpAge International's strategy 2020-2030 promises that by 2030, millions of the older people will enjoy a better quality of life, through improved wellbeing, dignity and voice. We believe that everyone should have the opportunity to live a long and healthy life, experience wellbeing and do what they value.

HelpAge International in Vietnam (HAIV) is the country office of HelpAge International, working with partners in Vietnam including both government agencies, academies and mass organizations in the sectors of health and care, livelihood, life-long learning, community development, community-based disaster risk management, among others, mainly through supporting the establishment and improvement of, and capacity building for Intergenerational Self-help Clubs (ISHCs) and policy influencing.

2. The Role

HAIV is looking for an experienced and qualified Vietnamese national to fill in the position of National Project Officer (NPO) to support the implementation of a HAIV project aiming at full inclusion of older people in community-based disaster risk management (CBDRM) in 4 provinces of Vietnam, through awareness raising, capacity building and advocacy. The HAIV project is part of a Consortium larger project with the involvement of 5 INGO members.

NPO to provide support to the Country Director (CD)/National Programme Manager (NPM) in the project implementation, coordination and management.

3. Specific responsibilities/tasks:

- With the support from the National Program Manager (NPM) to oversee all activities of the assigned project to ensure project activities are implemented in accordance with approved project document and meet the targets, indicators with high quality.
- Develop a sound working relationship with project partners including Consortium members, Vietnam Association of the Elderly (VAE) and provincial Associations of the Elderly (PAEs) in the project sites to facilitate smooth implementation of project activities.
- Set up the yearly and quarter plans of the project. Be responsible to deploy and implement project's activities as approved plans.
- Support VAE and PAEs to raise awareness of the national and local authorities regarding the needs and contribution of older people in CBDRM; as well as advocate for full inclusion of older people in CBDRM
- Act as trainer/facilitator at the project trainings.
- With the support from NPM, develop IEC materials on needs and role of older people in CBDRM, for awareness raising and advocacy purpose
- Plan and conduct all the project's trainings, M&E visits, advocacy and capacity building activities.
- Represent project team, as assigned by NPM, to attend Consortium technical working groups
- Assist the NPM in writing project reports to ensure timely submission and high quality that meet donors and HAIV requirement.

- Oversee the maintenance of the project's information systems, both electronic and hard copies, including the project database.
- Check partners' monthly reports both narrative and financial.
- Assist HAIV finance team in the preparation of fund transfers to projects partners, and ensuring the follow-up process of fund receipt, transfer acknowledgement and filing of all documents.
- Coordinate with finance staff on accounting, budget monitoring, and financial reporting.
- Coordinate with HAIV Finance & Admin Manager and Officer to provide assistance in the financial management of the project.
- Supported by the HAIV Finance and Admin Officer, ensure the project budget at partners' level is spent in line with approved activities, and guarantee adherence to HAIV accounting and financial reporting standards.
- Prepare the project's yearly budget breakdown. Feed back on the project budget monitoring report (PMR).
- Translate official documents and provide interpretation support in meetings and workshops.
- Be involved in proposal development processes as required by CD/NPM.
- Other tasks assigned by CD/NPM.

Safeguarding responsibilities

- Preventing harm and abuse from our people, operations and programmes, to anyone that encounters our work;
- Reporting all safeguarding incidents they see, hear, know about or suspect, using our internal reporting mechanism;
- Complying with all safeguarding framework policies, procedures and practices;
- Completing mandatory training courses relating to our safeguarding policy framework within first three month of employment and complying with HR vetting procedures.
- Reducing the risk of harm and abuse in the field;
- Involving communities in the design of programmes and complaint response mechanisms, be responsible for implementation and review;
- Attending specialist field training on safeguarding as required;
- Maintaining maps of support services for survivors;
- Receiving and responding to complainants/survivors and ensuring that no further harm is done, following a survivor-centred approach, using the principles of psychological first aid, and signposting to relevant local services as needed;
- Reporting and responding to safeguarding incidents reported to them by anyone connected with our work, using our internal reporting mechanism.
- Supporting staff to embed safeguarding measures in their role.

4. Person Specification

Essential

- University Degree in Disaster Risk Management, Community Development, Social Science or related field.
- At least 3 years of demonstrated project management/ implementation experience in similar positions.

- Understanding of the CBDRM National Program ‘Community awareness raising and community-based disaster risk management’.
- Strong understanding of and demonstrated experience in implementing participatory approaches to working with stakeholders
- Good interpersonal and oral/written communication skills, both in English and Vietnamese
- Ability to analyse situations and provide recommendations on how to progress issues.
- Good training and facilitation skills
- A commitment to: working to our values, safeguarding, equal opportunities, respect and dignity, health and safety and data protection policies
- Able to work harmoniously as a member of the team and adapt to diverse cultural, professional and religious backgrounds
- Highly organized, has initiative and can manage work under pressure, meet deadlines and ability to work with multi tasks
- Excellent IT user skills, including advanced level knowledge of spreadsheets, powerpoint, word, e-mail and internet.
- Ability to travel frequently to project sites, around 35% of the time

Desirable

- Practical experience in working with vulnerable groups, especially older people; and inclusion projects.
- Experience in community-based disaster risk management (CBDRM) and climate change adaptation (CCA) field.
- Experience in working with mass organizations and INGOs
- Being awareness of age, gender and disability issues. Experience in inclusion of age, gender and disability issues in related works

Our Values

At HelpAge International we work hard to achieve our goals together as a team with a clear shared purpose. Everyone who works at HelpAge shares our values and are committed to behaviours that demonstrate and support them.

Our values inform how we work together:

Inclusive	We respect people, value diversity and are committed to equality.
Impact	We value and recognise the contribution of our staff and network members as we put older people at the centre of everything we do.
Partners	We work alongside network members and others to increase reach, influence and impact. We are committed to a culture of collaboration and building positive

relationships.

Learning

We are passionate about learning, accountable and work together to find creative solutions

Equal Opportunities

HelpAge International is committed to creating an inclusive working environment, promoting and providing equal opportunities and respecting diversity in employment. We welcome applications from all suitably qualified individuals regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We encourage and facilitate a flexible working environment.

Safeguarding

Everyone has a role in creating and sustaining a safe and respectful working environment, where no one comes to any harm or is maltreated. At HelpAge we take our responsibilities very seriously and will take action against wrongdoing. We will do everything we can to ensure that we do not engage people that pose a safeguarding risk and will undertake criminal record checks as required.

5. How to apply:

Please submit your application document consists of:

- A covering letter outlining your suitability for the role that should not be more than 1 page of A4 size
- An updated curriculum vitae (CV), maximum 3 pages of A4 size
- Two referees, including your most recent employer

Please put the covering letter and CV in one file and send by email to recruitment@helpagevn.org and dathq@helpagevn.org by the closing date of 10 October 2021. Please clearly note which position you are applying in your email title.

HelpAge International is an equal opportunities employer.

With a view to minimising our administration costs we are unfortunately only able to contact again those candidates who have been shortlisted for interview.