## JOB DESCRIPTION
### PROJECT OFFICER

| ORGANIZATION/PROJECT BACKGROUND | The Adventist Development and Relief Agency (ADRA) works in over 134 countries with people living in poverty and distress to create positive change and social justice through empowering partnerships and responsible action. ADRA in Vietnam is a learning organization that pursues excellence and commits its resources in response to emergencies and community-based needs through effective partnerships. In 1988, ADRA began operations in Vietnam with the shipment of medicines from U.S.A. through ADRA Indochina, the former regional office based in Bangkok, Thailand. ADRA in Vietnam’s office has been located in Hanoi since 1993 and in the last two decades, the organization has implemented more than 200 projects in over 50 of provinces in Vietnam. Current projects of ADRA in Vietnam are in HIV/AIDS, sexual and reproductive health education and counseling for adolescents and ethnic minorities; support for people with visual impairment and their families; livelihood development and sustainability, climate change adaptation and mitigation, and disaster risk management. Our project sites include Cao Bang, Hanoi, Tay Ninh, Binh Phuoc, Thai Binh and Vinh Long. |
| DEPARTMENT | Programs |
| POSITION TITLE | Project Officer |
| LOCATION | Base in Hanoi Office |
| LENGTH OF CONTRACT | August 1st, 2018 – May 31st, 2019 |
| REPORTS TO/ SUPERVISED BY | Programs Director |
| SUPERVISES | N/A |
| HOURS OF WORK | At least 38 hours/ week Mondays to Fridays |
| BENEFITS/ INSURANCE | According to Vietnam Labor Code and ADRA’s labor Regulation |
| | - Contracted salary/month: stated in the labor contract |
| | - Health insurance through AONCare |
| |   - In-patient medical coverage |
| |   - Out-patient medical coverage including dental care |
| |   - Personal accident insurance coverage |
| | - Vietnam Social, Health and Unemployment Insurance |
| | - Leaves: |
| |   - Annual leave – 15 days + 1 additional day every two years employment |
| |   - Sick leave – 15 days paid leave + sick leave stipulated in Vietnam Labor Code |
| $\text{TERMINATION}$ | $30$ $\text{Working Days Notice Required}$ |
| $\text{JOB OVERVIEW / GENERAL DESCRIPTION}$ | $\text{This position works under the supervision of ADRA Vietnam Programs Director and is responsible for the technical inputs and training delivery for ADRA in Vietnam’s project in soft skills and vocational trainings for teenagers and disaster risk management for company.}$  
$\text{This position will be based in Hanoi.}$  
$\text{Responsible for the Implementation of Project: Youth Empowerment through Skills Training (YES CENTER) in Hanoi. The project will work with a vocational training college and a Garment corporation.}$ |
| $\text{JOB DUTIES/RESPONSIBILITIES}$ | $\text{Main duty 1: Project tasks}$  
1. Review the DRM in Vietnam and the integration of gender equality in the context of company;  
2. Work closely with vocational training center to develop the curricula for certain vocations in demand;  
3. Oversee and monitor vocational trainings conducted by the center;  
4. Make the Youth Empowerment plans with the commitment of partners;  
5. Provide and coordinate trainings on soft skills and other related project activities for both project and partner staffs, and beneficiaries;  
6. Participate during designing and launching of job fairs for youth;  
7. Design training IEC materials for project training and awareness raising;  
8. Project training reporting, Monthly and Quarterly reports;  
9. Support for implementation of college and Company SME Disaster Risk Management;  
10. Directly carry out the project survey and assessment wherever capable;  
11. Provide technical inputs for planning, implementation and M&E of project activities;  
12. Assure proper project documentation/database and data collection of the Project activity for leaning and sharing;  
13. Establish and maintain good working relationships with all project participants and key stakeholders at all levels in the areas;  
14. Support external missions, cooperation with other organizations in ways that foster transparent and open learning discussions;  
15. Represent project at key events, conferences, meetings, and workshops pertaining to the projects;  
16. Support donors in their monitoring trip to the projects.  

$\text{Main duty 2: Other duties}$  
1. Coordinate with the Senior Accountant in Hanoi Office and Programs M&E Officer in assuring proper use of budget and financial reporting;  
2. Actively participate and represent ADRA Vietnam in relevant networking; |
3. Learn new development topics such as human resources development, DRR, climate change adaptation and mitigation;

4. Provide trainings to build capacity for local partners in the areas whichever are relevant and capable, but with focus in vocational training, soft skills, SME Disaster Risk Management, etc.;

5. Provide further coaching and mentoring for the trainees after the trainings conducted;

6. Training need assessment, after-training evaluation and reporting;

7. Document training approaches, lesson learnt and good practices for internal/external use and publication in collaboration with the project managers and relevant stakeholders;

8. Fulfill any other relevant tasks as requested by the Programs Director.

**MEASURABILITY / EXPECTED OUTCOMES**

**Success will be demonstrated by:**
- Training is provided to ADRA and Partner staff and youth;
- Training and IEC materials are designed, development, field-tested and used according to the project goals and needs;
- Planning and Implementation of SME DRM;
- Internal and external research work is done properly and accepted by donors;
- Annual project work plan and master work plan are developed and implemented;
- M&E system of the project is in place and applied;
- Project is documented through a database of data and literature;
- Networks and contacts with national, provincial and district authorities or other partners are maintained.

**REQUIRED COMPETENCIES**

**Knowledge:**
- Bachelor or Master Degree in education or relevant fields;
- Experience in working with multiple stakeholders at all levels;
- Experience in working on DRM and Climate Change projects is preferable;
- Strong knowledge on planning, communication and IEC;
- Understanding of international and community development is preferable.

**Skills**
- Working under high pressure with self-motivation skills;
- Excellent interpersonal skills;
- Strong collaboration and coordination skills at all levels;
- Strong training skills;
- Result-oriented and time management skills;
- Strong analysis and report writing skills;
- Ability to system quality set-up, maintenance and quality assurance;
- Ability to work at strategic and detail levels;
- Strong communication skills and ability to work independently and in a team;
- Good in spoken and written English;
- Computer literacy: expert level capacity with common office software packages, email, and the Internet; experience with SPSS data analysis; IT experience, such as network troubleshooting and computer maintenance.
## Experiences
- At least 03 years of working experiences in vocational training projects;
- Good management skills and high level of efficiency;
- Report writing and editing;
- Working experience in SME DRR and climate change and livelihood improvement is an advantage;
- Working experience with business sector is desired.

## Attitudes
- High commitment to devolvement sector;
- Willingness to travel to and work at various project sites in Vietnam;
- Respect ADRA's missions, values and beliefs. Compliance with ADRA Vietnam's policies and manuals.

Employee: ___________________________  Supervisor: ___________________________
Date: _______________________________  Date: _______________________________