

TERMS OF REFERENCE

Position Title : Project Officer, Labor Right theme [position code: PO_LR]
Location : Hanoi with frequent travel to the field
Reports to : Theme Manager
Salary range : Negotiated
Working Relations : Project Officer, Finance Officer, Admin Officer, Communication Officer
Supervises :

Responsibilities

Overall, Project Officer will be responsible for project management, including implementation, monitoring & evaluation, financial management and reporting of project activities. He/she will be in charge of Labor Rights projects and reseaches/studies.

Specific Duties and Responsibilities

1. Project Management

- Work with project partners in the development of workplans and budget that are consistent with the project's objectives
- Submit quarterly workplans and activity schedules
- Monitor project tasks on a monthly basis to ensure that activities are run to schedule and on budget
- Identify and help address issues and problems that may jeopardize outputs, including risk management analysis
- Responsible for project implementation, results and financial management.

2. Project implementation

- Organise and assist in the implementation of technical training workshops for district, commune, and village level partners
- Work with consultant, district, commune and village partners to plan and develop project activities
- Delivery training and build capacity for local partners on selected topics
- Purchase, and if necessary develop, appropriate educational materials
- Ensure that training and training materials are appropriate to the CDI's identity and cultural diversity within the communities
- Facilitate active involvement of partners in all stages of the project

3. Project M&E

- Support the Theme Manager in the development of M&E plan and data collection tools
- Update or revise the data as needed



- Ensure that local partners receive guidance in conducting M&E (i.e., use of survey methodologies) and data entry and analysis
- Conduct routine monitoring of all field activities
- Maintain the project documentation system in both hard and soft copies
- Assist in evaluating implementation processes, effectiveness and impact for all projects

4. Reporting

- Ensure internal and external reporting as required and in line with agreed time frames
- Provide guidance to partners on developing and complete reports to meet CDI requirements
- Complete and submit updated report to line manager monthly

5. Research/ study and advocacy

- Identify chances to engage in policy advocacy
- Conduct policy analysis
- Update policy changes related to Labor policies and sustainable development to the team and partners, workers
- Participate in designing and implementing researches and studies
- Participate in designing and implementing advocacy, including communication and campaigns

Other duties:

- Participate in the development and review of all project documents
- Draft Terms of Reference for consultants and manage consultant engagement
- Organize and assist in the implementation of technical training workshops for district, commune, and village level partners
- Attend conferences, seminars, network meetings; advocacy and public awareness events/campaigns in Vietnam or internationally
- Any other duty or responsibilities which may be assigned by Line Manager

Qualifications and Skills

- Must be Vietnamese
- Proven background in Laws (especially labor laws)/ Foreign Trade and/or related fields
- At least three-year experience in project management and community activities
- Knowledge and experience in **human rights** issues and **sustainable development**
- Understanding of and sensitivity to poverty-related development and gender issues
- Understanding labor right-related issues such as working time, living wage, occupational safety and health, health-financing, etc
- Experience of working with NGO is an advance
- Demonstrated analytical and research skills



- Good presentation, interpersonal and communications skills
- Good computer skills including proficiency in Microsoft Office products
- Proficient level of both spoken and written English and Vietnamese is an advance
- Willing to learn and adapt to new contexts
- Willing to travel to other provinces
- Dynamic and self-motivated character
- Initiative and creative in solving problems
- Ability to work independently and with the team
- Good organizing skills and interpersonal skills