



JOB DESCRIPTION

Position Title: *Project Officer, Inclusive Growth Program*

1. **Responsibilities**

Overall, Project Officer will be responsible for providing support for the implementation, monitoring & evaluation, and reporting of project activities. He/she will be in charge of Inclusive Growth projects.

2. **Specific Duties and Responsibilities**

❖ **Project Management**

- Work with project partners in the development of workplans 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.

❖ **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
- Develop and deliver training, coaching on agricultural standards for cooperatives and farms
- 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.

❖ **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



❖ **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.

❖ **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.

3. Requirements on experience, competence and skills

❖ **General requirement**

- Must be Vietnamese
- University graduate or above with related majors.

❖ **Experience**

- Experiences of working with NGO is an advance
- Experiences of working with ethnic minority, poor people and other vulnerable groups
- Knowledge and experience in human rights, community development, sustainable livelihood, marketing, value chain
- Understanding of and sensitivity to poverty-related development and gender issue.

❖ **Capacity**

- Responsible at work, ability to work independently and with the team;
- Dynamic, proactive and creative at work;
- Willing to learn and adapt to new contexts;
- Willing to travel to the project areas.

❖ **Skill:**

- Proficient level of both spoken and written English and Vietnamese is an advance;
- Good computer skills, proficiency in some online applications;
- Project management skills, organizational skills, problem solving skills, communication skills and presentation skills are good.

4. Place of work: Ha Noi and travel to the project areas.

5. Term of contract: One year.



6. Wages and benefits

- The selected person is entitled to salary and welfare regimes according to CDI's regulations.
- Salary is negotiable, commensurate with the candidate's qualifications and experience.
- Participate in CDI's staff capacity development programs.

7. Deadline for receiving applications and contact information

- Deadline for receiving CV: **12/05/2020**
- Candidates please send your application to email address: hr@cdivietnam.org
- Any questions, please contact Ms. Nguyen Thi Chung - Human Resource Assistant, CDI by phone number: 0243 538 0100/ 0327 621 637.