

JOB DESCRIPTION

Position Title	: Project Officer
Location	: Hanoi with occasional travel to the field
Length of the contract	: 1 year contract term and can be extended
Salary range	: Negotiated; based on qualifications and experiences
Line manager	
Working relations	: Board of Directors/Department

I. JOB SUMMARY

Position overview:

Overall, the position of Project Officer shall be responsible for management works and oversight of the projects of objective 2 of CDI's strategic from 2021 to 2025, including overall coordination, planning, management, implementation, monitoring & evaluation and reporting of all program/project activities.

Background information of the Objective 2 of CDI's strategic from 2021 to 2025:

As one of the fourth program objective of CDI, the objective 2 aims to enhance the just distribution of social and economic resources through transparent, participatory and accountable. Objective 2 processes foster accountability, transparency and the participation of citizens and civil society organizations in state budget management from central to grassroots levels. When the budget process can be more effectively managed, the poor and other disadvantaged groups are better benefited from development policies, positive changes are generated which promote justice for all in social and economic development.

II. SPECIFIC DUTIES AND RESPONSIBILITIES

1. Project management/coordination

- Develop/verify project development and administration (MOU, annexes, etc.), with both donors and local partners, ensuring that donor contractual commitments are met
- Coordinate the approval process of new projects with VAPEC and relevant Ministries
- Coordinate with project partner and local agencies in setting project structure and systems for effective project management;
- Develop the program/project's strategy (including the communication one)
- Ensure the regular (annual/quarterly/monthly) work-plans and activity schedules of the program/project
- Lead the project launching and planning meetings and key events
- Supervise consultants, service providers, local partners (if any) for quality and time



2. Project implementation

- Develop regular B&P (budget and planning) with donors + local partners
- Work closely with the partner(s) (if any) to plan, implement, monitor and report on activities implemented by the partners;
- Review, comment workplans, budget and reports submitted by the partners;
- Conduct and facilitate/coordinate the CDI's activities accordingly to the project plan;
- Work closely with local, provincial and national stakeholders to archive the project goals and objectives;
- Manage networks of implementation partners and external experts; service providers;
- Oversee the project implementation; ensuring that the quantity and quality agreed are met expectations and per milestone;
- Design and organise events such as workshops, forums, dialogues etc.
- Set up interim meeting with key stakeholder (when appropriate) to ensure each project deliverables are met expectations;
- Ensure the effective communication flow among internal and external team;
- Identify relevant social, financial, human and intellectual resources for the project implementation
- Track and coordinate job placements; maintain log of contacts and performance records
- Support in evaluation of project activities in a timely and professional manner
- Support and facilitate the active involvement of partners in all stages of the project
- Ensure project documents are kept in good order, both hard copies and on the server

3. Monitoring and Evaluation (M&E)

- Support the Manager and M&E project Officer in the development of M&E plan and data collection tools
- 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
- Participate in the development and review of all project documents
- Maintain the project documentation system in both hard and soft copies
- Assist in evaluating implementation processes, effectiveness and impact for all projects
- Prepare M&E plan for each project based on the indicators agreed in the project documents
- Develop appropriate monitoring guideline and templates for local partners to collect information on project indicators on a monthly basis
- Develop system for planning and progress track of on-going projects
- Record and analyse the collected information monthly - Act on results to improve the quality of the program if needed
- Identify and help address issues and problems, including risk management analysis
- Work closely with key technical and staff on preparation of progress reports, mid-term and final evaluation to ensure the compliance and the required quality.



4. Reporting

- Prepare reports for the project in-charge which are required by donors and other agencies
- Review project reports by the team before sending to donors
- Prepare report of the program for CDI annual report

5. Financial management

- Ensure project finance management in accordance with CDI policies and procedures as well as donors' requirements in cooperation with finance and funding specialists
- Support line management and finance officer to prepare monthly/quarterly detail cost plan of the project;
- Monitor project spending, analyse unusual over/under spending items
- Prepare budget and payments for activities directly implemented by CDI;
- Review budgets and financial reports and documents of partners/service providers

6. Management - Enhancing the Program Quality

- Support manager, researcher of CDI, consultants to develop research/consultancy proposals to other organizations/clients that are related to CDI's technical areas and/or research, advocacy
- Participate to conduct researches under the program/project
- Share and/or develop reference materials for the team and CDI
- Ensure that training and materials of the program/project are appropriate to the CDI's identity and cultural diversity within the communities
- Support manager to develop advocacy programs and campaigns under the program/project
- Conduct annual review of the program and develop objectives of the next year

7. Fundraising

- Collect ideas for future concept notes and develop a concept bank for the program from staff and partners, which ensure participatory methodology
- Develop concept papers and proposals which are in line with CDI's programming priorities and strategic directions (including needs assessment, proposal development, submission)

8. Organizational development

- Participate in development of CDI's strategy and operational plans
- Participate in assessing OCAT and/or other assessment of organizational development
- Participate in developing/revising CDI's policies/regulations

9. Team management & leadership

- Constructively collaborate with colleagues to achieve the organizational goals;
- Expand the capability and development of the CDI members by utilizing mixed interventions e.g. sharing the knowledge, experiences and expertise, coach junior staff/outsource, etc.



- Comply with all legislations and the organization’s policies and procedures.

10. Partnership and Networking

- Ensure that local partners understand CDI’s regulations and donors’ requirements related to gender aspects
- Be the focal point of CDI in working with Gender networks related to the program/project (national and regional level)
- Represent CDI at forums, meetings and/or conferences (national and regional level)
- Actively network with relevant working groups, actors, corporates, government agencies to develop and implement joint initiatives and advocacy events at local or/and national level(s).

11. Other duties

- Any other duty or responsibilities as agreed with the Management.

III. REQUIREMENTS

1. Values and Behaviour

- Agree and commit to CDI's core values
- Promotes and support organizational culture, growth, performance and image;
- Actively supports the organization commitment to the core values and policies;

2. Qualification & experiences

- Must be Vietnamese
- Bachelor Degree in Development, Social sciences, Economics or other related fields
- Knowledge in Public Administration, Public Finance Management; Budget Law, Vietnam Political system
- Knowledge/ Understanding of Natural Resource Management is an asset
- Knowledge and skill in development project management and implementation
- Experience of working with NGO or other development organizations is an advantage
- Experience of working with ethnic minority, poor people and other vulnerable groups is an advantage
- Knowledge and experience in human rights issues (especially right to association, right to access to Information), and community development
- Understanding of and sensitivity to poverty-related development and gender issue

3. Language

- Good written and verbal communication and presentation skills in both Vietnamese and English is preferable;
- Demonstrated experience in writing proposals and reports in English

4. Core Competency

- Excellent presentation, interpersonal and communications skills



- Excellent organizing and planning skills
- Strong analytical skills with the ability to detect and report inconsistencies
- Excellent time management skills

5. Others*

Working with People:

- Respect for the views and contributions of other team members;
- Show empathy; listen, support and care for others;
- Build team spirit and reconcile conflict; adapt to the team; be able to work independently and with the team;

Communicating Effectively:

- Effectively share information among others to reach a common understanding;
- Be proactive in communicating and keeps the needs of the receiver in mind in particular internal and external stakeholders and clients;
- Professional experience in the use of social media

Drive for Results:

- Strong desire to use his/her own professional expertise to create positive social impact;
- Result-oriented and time management skills
- Ability to travel locally, regionally and internationally, for approximately 30% of the total working days per year.
- Emotional maturity, willing to learn and adapt to new contexts self-discipline
- Innovative and creative in solving problems;

V. APPLICATION

- Candidates please send your application including Curriculum Vitae and Cover Letter in an email with title "**Apply for the position of Project Officer**" to email address: hr@cdivietnam.org
- Deadline: **15th July 2022**