

Project Officer (M/f)

German Red Cross

The German Red Cross is part of the world wide Red Cross and Red Crescent Movement assisting victims of conflict and disaster and people affected by social or health related crisis. The Red Cross movement provides to vulnerable people assistance without discrimination as to nationality, race, religious beliefs, class or political opinions and adheres to the seven principles of the Red Cross movement: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality.

The German Red Cross assists in disaster response, rehabilitation and capacity building projects internationally on appeals of their sister organisations within the movement.

The German Red Cross (GRC) and the Vietnam Red Cross National Societies are implementing together a Relief Project to “Support the recovery of people affected by Typhoon Ketsana in Vietnam “ in Quang Tri, Quang Binh and Hue.

Contract:

Three months with a high potential for extension

Roles and Responsibilities

The Project Officer is responsible for working to support the host National Societies in all activities of the project.

The Project Officer is assigned to the Project on a full time basis. In this capacity his/her specific duties and responsibilities include:

1. To ensure the daily management of all planned activities of the Project at the national, provincial, district and commune levels, in agreement with the Project Manager from Vietnam Red Cross (VNRC) and the GRC Delegate.
2. To provide technical assistance on project implementation, monitoring and management to the members of District and Province and HQ Management
3. To provide assistance in financial management of the project.
4. To supervise and monitor all activities.
5. To prepare intermediate and final narrative reports (in both English and Vietnamese) and assist the financial reports.

6. To lease and network with other actors and stakeholders in the relief operation.
7. To support capacity building in the Red Cross regional branches.
8. To ensure that all experiences and lessons learnt during the project course are well documented for use in future VNRC activities.

Selection criteria

Essential requirements

- Educational background: University Degree in development, social, economic studies, foreign languages or others,
- Working Experience: Minimally two years of project management experience in the development sector and or emergency relief projects in NGOs, national or international agencies.
- Experiences in the following areas (one or more): Disaster Response , Disaster Preparedness, Capacity Building and Organization Development)
- Languages : Excellent command of written and spoken Vietnamese and English
- Ability and willingness to travel to the project sites (it least 70% of the working time)
- Proven experience in project work at grassroots level.

We are looking for

- Preferably Red Cross / Red Crescent knowledge/ experience
- Knowledge of Red Cross/ Red Crescent principles and willingness to adhere to them
- Good interpersonal, communication and negotiation skills
- Ability to represent the project among national and international stakeholders
- Ability to work in team, independently and in stressful situations
- Sense of initiative and responsibility
- Experience in training and organizing workshops and seminars
- Ability to take initiatives, to develop contacts and to supervise people
- Analytical skills
- Competence in MS Windows programs, word processing, Excel, etc.

Please send applications until the 31st of March 2010 to the:

German Red Cross
Country Office Vietnam
15 Thien Quang
Hanoi
Mail: grc.vietnam.admin@gmail.com

Only short listed candidates will be contacted!