

JOB DESCRIPTION
(Project Officer - PO)

| | | |
|--------------------------|---|--|
| Job Title | : | Project Officer - PO (1 post) |
| Work base | : | HelpAge International Office in Hanoi, Vietnam (HAIV) Around 40% travel to the field |
| Contract timeframe | : | Three months (Full time) |
| Starting date | : | 1 st to 5 th October 2020 |
| Responsible to | : | Country Director (CD) |
| Salary scale | : | 765 USD per month (full-time, gross) (Equivalent: 17.7 million VND per month) |
| Benefit | : | Provident Fund (10% of base salary) and Social, Health and Unemployment Insurances |
| Recruitment | : | Local recruitment (only Vietnamese) |
| Application closing date | : | 1.00 p.m of 30 th September 2020 |

Note: This job description is indicative of areas of work. However, given the nature of our work, some adaptations and flexibility are required. Thus, the job description (JD) will be modified from time to time, in consultation with the staff involved.

ALL APPLICANTS MUST HAVE THE EXISTING RIGHT TO WORK IN VIETNAM

1. HELPAGE INTERNATIONAL

HelpAge International is global network of organisations working towards a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. The HelpAge global network is made up of 140 members in 90 countries working to support older people and promote their rights, with programmes managed by hubs in London, Africa, Asia and the Middle East.

The world HelpAge wants to see is one where everyone, whatever their age, can say:

- I have the income I need
- I enjoy the best possible health and quality of life
- I am safe and secure, free from discrimination and abuse
- My voice is heard.

HelpAge is the only global network working with and for older people's organisations, undertaking grassroots programming and local, regional and international advocacy work. This is an exciting time to join HelpAge as we develop our global ten-year strategy.

2. The Role

HAIV is looking for an experienced and qualified Vietnamese national to fill the position of Project Officer (PO) for a three-month project entitled "Support Viet Nam organizations in COVID-19 Preparedness and Response for older persons" with funding support from United Nations Population Fund in Vietnam (UNFPA) to conduct COVID-19 interventions in 13 provinces and cities in Viet Nam, namely Hanoi, Hai Duong, Hai Phong, Thai Binh, Hung Yen, Hoa Binh, Ninh Binh, Vinh Phuc, Bac Ninh, Quang Tri, Da Nang, Quang Nam and Quang Ngai Provinces.

The objectives of the project are:

1. To prevent and control COVID-19 transmission in older people by providing care workers in Social Protection centres, community staff and caregivers, who are providing care services at the older persons' homes, in high-risk areas with PPE (gloves, masks and protective lenses), essential hygiene and medical items (hand sanitizers, thermometers).
2. To raise awareness and communicate on Covid-19 and promote community engagement by developing and distributing IEC materials (video, leaflets, etc.) to the community, older persons and their caregivers on COVID-19.
3. To strengthen capacity of local Associations of the Elderly (AE) and community-based Intergenerational Self-Help Clubs (ISHC) on COVID-19 prevention, response, and recovery intervention for older persons.

The PO is to provide project day to day management, including financial management, coordination, monitoring and implementation to make sure that the project activities are implemented as planned and achieve the set targets

3. Specific responsibilities

- Coordinate with HAIV, UNFPA, VAE both at national and local levels, and selected ISHCs to make sure that the project activities in the project are implemented as planned
- Be HAIV main contact person to contact UNFPA for regular support during the project management and implementation.
- Maintain clear project management processes, monitor project progress against milestones.

- Work with HAIV's CD and HAIV's communication officer in term of development and publication of project IEC materials on COVID-19 and others.
- Be responsible for providing technical guidance for VAE and provincial AEs during the project implementation
- Support the project trainings as member of trainers' team
- The PC will ensure that the established policies, rules and procedures of UNFPA and HAIV are complied with in all project activities.
- With the support from HAIV Finance and Admin Unit to be responsible for compiling and maintaining records of all project financial information consolidate project financial reports, budget management and timely compilation and submission of project financial reports to the HAIV and UNFPA.
- Ensure proper documentation of all activities and document processes, progress and lessons learned
- Contribute in updating of project activities and awareness through website, social media as well as other media
- Document and report all difficulties and relevant information in a timely manner.
- Develop narrative report as required by the donors
- Collaborate with finance team for the financial and contract management issues.
- Perform any other tasks and responsibilities allocated by the CD for ensuring success of project activities and achieving the objectives of the project.

Safeguarding responsibilities

- Preventing harm and abuse from our people, operations and programmes, to anyone that encounters our work;
- Reporting all safeguarding incidents, they see, hear, know about or suspect, using our internal reporting mechanism;
- Complying with all safeguarding framework policies, procedures and practices;
- Completing mandatory training courses relating to our safeguarding policy framework within first three month of employment and complying with HR vetting procedures.
- Reducing the risk of harm and abuse in the field;
- Involving communities in the design of programmes and complaint response mechanisms, be responsible for implementation and review;
- Attending specialist field training on safeguarding as required;
- Maintaining maps of support services for survivors;
- Receiving and responding to complainants/survivors and ensuring that no further harm is done, following a survivor-centred approach, using the principles of psychological first aid, and signposting to relevant local services as needed;
- Reporting and responding to safeguarding incidents reported to them by anyone connected with our work, using our internal reporting mechanism.
- Supporting staff to embed safeguarding measures in their role.

4. Person Specification

Note: E: essential; D: desirable

- Vietnam national with university degree preferably in Public and/or community health, community development or equivalent gained in work experience (E)
- At least 3 years' experience in coordination of project (E), preferably project/interventions on public health, ageing and or community development issues
- Highly skilled in training, facilitation, monitoring and reporting (E)
- High level of interpersonal, written, oral communication and presentation skills (E)
- Ability to work effectively in a team with from various cultures and professional backgrounds (E)
- Ability to work independently, collaboratively, or effectively as part of a team; (E)
- Organised with demonstrated ability to work under pressure and meet deadlines (E)
- Excellent written and spoken English (E)
- Advanced IT skills, including experience of Word, Excel, Access, PowerPoint (other relevant software) (E)
- Ability to travel frequently, around 40% of the time, within Vietnam (E)
- A commitment to: working to our values, safeguarding, equal opportunities, respect and dignity, health and safety and data protection policies (E)
- Experience of working with mass organizations and/or academic research institutes (D)
- Experience of working on health, ageing and related issues (D)

Our Values

At HelpAge International we work hard to achieve our goals together as a team with a clear shared purpose. Everyone who works at HelpAge shares our values and are committed to behaviours that demonstrate and support them.

Our values inform how we work together:

- Inclusive** We respect people, value diversity and are committed to equality.
- Impact** We value and recognise the contribution of our staff and network members as we put older people at the centre of everything we do.
- Partners** We work alongside network members and others to increase reach, influence and impact. We are committed to a culture of collaboration and building positive relationships.
- Learning** We are passionate about learning, accountable and work together to find creative solutions

Equal Opportunities

HelpAge International is committed to creating an inclusive working environment, promoting, and providing equal opportunities and respecting diversity in

employment. We welcome applications from all suitably qualified individuals regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We encourage and facilitate a flexible working environment.

Safeguarding

Everyone has a role in creating and sustaining a safe and respectful working environment, where no one comes to any harm or is maltreated. At HelpAge we take our responsibilities very seriously and will take action against wrongdoing. We will do everything we can to ensure that we do not engage people that pose a safeguarding risk and will undertake criminal record checks as required.

5. How to apply

Please submit your application document consists of:

- A covering letter outlining your suitability for the role that should not be more than 1 page of A4 size
- An updated curriculum vitae (CV), maximum 3 pages of A4 size, with information of two referees (your most recent employers)

Please put the covering letter and CV in one file and send by email to recruitment@helpagevn.org and Cc dathq@helpagevn.org by the closing time of 1.00 p.m on 30 September 2020. Please clearly note the position you are applying in your email title.

HelpAge International is an equal opportunities employer.
With a view to minimising our administration costs we are unfortunately only able to contact again those candidates who have been shortlisted for interview.