

<b>TITLE: Project Officer</b>	
<b>TEAM/PROGRAMME: Child Poverty</b>	<b>LOCATION: Ho Chi Minh City</b>
<b>GRADE: 5</b>	<b>CONTRACT LENGTH: Full time, from December 2021 to 31 December 2022, with possible extension</b>
<p><b>CHILD SAFEGUARDING: (select only one)</b>  Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p><b>ROLE PURSE:</b>  The Project Officer is a member the Child Poverty team and primarily responsible for the implementation of the Emergency Reponse Project in the South. She/he will assist to ensure that project implementation is consistent with SCI and Members' programming principles and approaches, draw on good practices and lessons learned, enable children to attain their rights and are compliant with donor regulations.  As the nature of a major emergency project, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly</p>	
<p><b>SCOPE OF ROLE:</b>  <b>Reports to: Project Manager</b>  <b>Budget Responsibilities: NA</b></p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <p><u>1. Program Planning and Implementation</u></p> <ul style="list-style-type: none"> <li>• Take the lead in working with the assigned local partner and its subgrant, in consultation with Project Manager, to ensure all project's activities run as required and agreed workplan.</li> <li>• Ensure that project progress will be in accordance with donor's contract and subgrant agreement, activities are completed within timeframe and on budget.</li> <li>• Work closely with team members, especially with Senior Project Officer and local partners to draft and finalise workplan for emergency response, detailed implementation plan and distribution plan which are aligned with community's needs</li> <li>• Facilitate beneficiary identification, relevant training for local partners, and provision of emergency items for the affected communities,</li> <li>• Assist Project Manager in the day-to-day management of the project to ensure an effective, efficient and cost-sensitive management by assigned partner. It includes support to short-term planning, implementation of activities, monitoring/reviewing of activities, reporting through coordination with assigned partner.</li> </ul> <p><u>2. Finance Management and Budget Control</u></p> <ul style="list-style-type: none"> <li>• Work closely with Project Manager and finance team in assigned project budgeting, cash forecast, phasing budgets and expense claim.</li> <li>• Provide assistance to Project Manager in sub-grant management - in preparing the sub-grant to partners based on the agreed activities, releasing the sub-grant, monitoring the sub-grant and in submitting sub-grant finance report.</li> <li>• Ensure that SCI and donor finance and procurement policies and procedures are strictly followed by the implementing partners. Report to higher level any suspected violation of SCI finance and procurement policies and procedure for proper investigation.</li> </ul> <p><u>3. Monitoring, Evaluation, Accountability and Learning</u></p> <ul style="list-style-type: none"> <li>• Facilitate a project effective monitoring and evaluation framework and conduct regular field visit to project sites for technical assistance, monitoring and follow-up.</li> <li>• Use quality benchmarks, MEAL toolkit when conducting M&amp;E visit and responsible for updating the M&amp;E tracker on reporting requirements of the project.</li> </ul>	

- Be responsible for the field MEAL, including regular monitoring visits to targeted provinces and the post distribution monitoring, evaluation, learning and accountability across team.
- Ensure the daily/ weekly communication with Project Manager and team members to update project progress and project issues if any.
- Provide data and inputs from his/her assigned project locations regularly or upon request to the Senior Project Officer for drafting the report to submit to project manager for review and compilation.
- Collect feedbacks from beneficiaries and partners on project implementation and any other project related issues.
- Interview beneficiaries, local implementing partner staffs and children to prepare stories and/or activity reports and photos to show progress, lessons and challenges on a quarterly basis.

**BEHAVIOURS (Values in Practice)**

**Accountability:**

- Holds self-accountable for managing resources efficiently, achieving and role modelling SC values
- Holds staff and partners accountable to deliver on their responsibilities with strong support for using their knowledge and creativity to deliver according to communities/beneficiaries' needs, and also providing the necessary guidance/help improve performance, including appropriate consequences when results are not achieved

**Ambition:**

- Set ambitious goals for self; be creative and proactive for professional development;
- Widely share a personal vision for SC Vietnam programs in line with SCI vision; engage and motivate others;
- Be future orientated and think strategically

**Collaboration:**

- Build and maintain effective relationships with team, colleagues and external partners and supporters

**Creativity:**

- Develop new and innovative ideas, especially solutions to problems/challenges
- Be willing to take disciplined risks for children's, youth's and women's wellbeing

**Integrity:**

- Be honest and encourage openness and transparency in all professional matters

**QUALIFICATIONS**

- Bachelor's degree in community development, social sciences or related fields.

**EXPERIENCE AND SKILLS**

- At least 2 years' experience at project officer's level in the NGO environment, including experience implementing programs in related fields.
- Experience in community development – Emergency Response and children focused programming is desirable.
- Experience in working with government partners at different levels and CSOs
- Commitment to humanitarian principles/accountability frameworks, especially for work with vulnerable populations.
- Ability to work effectively with people of diverse backgrounds.
- Well organized and good experience of effective budget monitoring, developing and management.
- Good skills in communicating in English and Vietnamese.
- Good interpersonal skills.
- Commitment to and understanding of SCI aims, values and principles including rights-based

<p>approaches</p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Flexibility and a sense of humour – ability to work, live and thrive in challenging circumstances;</li> <li>• Have a very high level of personal and professional integrity and trustworthiness;</li> <li>• Be both self-confident and humble;</li> <li>• Willing to travel</li> <li>• Prior experience working with Save the Children and familiarity with organization’s policies and procedures will be an advantage.</li> </ul>	
<p><b>Additional job responsibilities</b></p> <p>The duties and responsibilities as set out above are not exhaustive and the role may be required to carry out additional duties within reasonableness of their level of skills and experience.</p>	
<p><b>Equal Opportunities</b></p> <p>The Project Officer is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>	
<p><b>Child Safeguarding:</b></p> <p>We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.</p>	
<p><b>Health and Safety</b></p> <p>The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>	
<p><b>JD written by: Pham Thi Bich Ngoc</b></p>	<p><b>Date: 16 November 2021</b></p>
<p><b>JD agreed by: Nguyen Trong Vu Binh</b></p>	<p><b>Date:</b></p>
<p><b>Updated By:</b></p>	<p><b>Date:</b></p>
<p><b>Evaluated:</b></p>	<p><b>Date:</b></p>