

The Norwegian Mission Alliance in Vietnam (NMAV) is based in Ho Chi Minh City. Our main areas are Climate Change Resilience, income generation and inclusion of people with disabilities. NMAV operates in Mekong with special attention to poor women, children, youth and people with disabilities. Our projects are implemented in close cooperation with local authorities, partners and beneficiaries.

NMA-V invites applications from highly qualified Vietnamese nationals for the 1 positions as:

## Climate Change project officer

Do you have good understanding about community development and how climate change effects people in Vietnam? Do you have knowledge about local government policies, regulations and strategies on climate change? Do you want to be involved in building climate change resilience for the most vulnerable communities in Mekong? Then we want to hear from you!

Main tasks:

### Overall project management

- To be responsible for project components with guidance from Provincial Managers
- Work closely with partners to achieve expected outputs and outcomes as mentioned in the Log-frame:
  - Develop annual project plan and budget together with partners
  - Facilitate annual/quarterly/monthly/on call planning meetings with partners
  - Support partners in developing and carrying out the M&E plan and analyze results to ensure quality of output and outcome.
  - Monitor expenditure and its supporting documents to ensure compliance
  - Prepare Quarterly and annual reports (including output and financial report)

**Specific thematic management** : The project officer also manages at least two of three of the following thematic areas

### CC-DRR

- Support local authorities to improve their community based DRR plan, implement with participatory method.
- Facilitate and coach activities related to Disaster Risk Reduction at communes; Coach community-based monitoring groups, including group management and monitoring.
- Work with local communities and partners to develop Climate Change materials based on existing IEC materials of NMA as well as other NGOs in related fields.

### Livelihood

- Facilitate and coach livelihood activities
- Develop guidelines, livelihood funding process and manage database
- Work with stakeholders so farmers get more power in the value chain

### Village Saving and Loaning Association (VSLA)

- Facilitate WU project team to run VSLA component smoothly.
- Develop training document, project documentation, and provide training for partner.
- Provide support for WU project team in monitoring the operation of VSLA groups and its developments

**Requirement:**

- Minimum of BA in Climate Change, social science or other relevant fields
- Fluent oral and written communication skills in Vietnamese and English
- At least three years of relevant working experience and project management. In exceptional circumstances candidates with less than three years' experience may be considered.
- Experience working with community sustainable development and participatory approaches targeting vulnerable groups, CBOs, mass organizations and local government.
- Good knowledge about climate change resilience and disaster risk reduction,
- Understanding about behavior change communication.
- Experience from working with local communities in the Mekong Delta will be an advantage
- Efficient, reliable, able to work independently and in teams
- Experience in Result based management

The position is located in Ho Chi Minh City. Frequent traveling to Mekong Delta must be expected.  
Expected starting date: As soon as possible

Submit application (max one page) and CV (max two pages) to [tunguyen@nmav.org](mailto:tunguyen@nmav.org) by May 19th , 2023. For more information go to [www.nmav.org](http://www.nmav.org) or contact Huong, program coordinator for Mission Alliance, mobile 0977 049 979