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## JOB DESCRIPTION

**JOB TITLE:** Program Officer

**STATUS:** Full-time | One-year contract

**APPROVED BY:** Ngoc Pham

Country Director, Vietnam Country Program

**DEPT:** Vietnam Country Program

**OFFICE:** Orbis Vietnam

**DATE:** July 2024

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**Expected Starting Date:** As soon as possible

### LOCATION

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*Hanoi*

### JOB SUMMARY

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The Program Officer will be responsible for implementing project activities across various project locations, collaborating closely with local partners. This role requires frequent travel to project sites and daily interaction with local partners to ensure alignment with approved work plans and project timelines. Key responsibilities include developing programs and financial reports to track progress towards project goals and participating in all project-related meetings and events.

### ESSENTIAL JOB FUNCTIONS / KEY AREAS OF RESPONSIBILITY

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- Collaborate with the Country Director to develop concept notes and proposals, aligning program strategies with ORBIS' global mission and strategic plan.
- Contribute to the annual preparation of project workplans, ensuring alignment with organizational goals and objectives.
- Work closely with the MEL Officer to review and adjust program workplans to achieve program targets effectively.
- Oversee the implementation of program activities in various provinces, ensuring high-quality delivery and long-term sustainability in collaboration with local partners.
- Cultivate and nurture partnerships with local stakeholders and authorities to support program objectives.
- Collaborate with the MEL Officer to design and conduct baseline/endline surveys, quality of life assessments, and pre/post-training evaluations.
- Contribute to the development of monitoring and evaluation protocols to track program progress and outcomes effectively.
- Enhance Eye Health communication materials and ensure their dissemination to target audiences.
- Monitor and evaluate program activities to ensure timely execution and adherence to project timelines.
- Provide support to local partners through participation in teacher and community health worker training programs.
- Generate periodic reports documenting field observations, program achievements, and recommendations for program improvement.
- Coordinate with partners to facilitate the screening, refraction, and provision of eyeglasses, ensuring seamless integration across all sectors.
- Monitor project budgets and prepare financial reports to ensure transparency and accountability in project expenditures.
- Actively engage with a diverse range of stakeholders, including government agencies, non-governmental organizations (NGOs), community leaders, and donors, to foster collaboration and support for program objectives.



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- Develop and implement capacity-building initiatives for local partners and stakeholders to enhance their skills and knowledge in project management, monitoring and evaluation, and other relevant areas.
- Ensure effective documentation and dissemination of programmatic learnings, best practices, and success stories to inform future programming and contribute to organizational knowledge management efforts.
- Perform other tasks as required

### **REPORTING & WORKING RELATIONSHIPS**

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The Program Officer reports directly to the Country Director and works closely with various internal and external stakeholders. Internally the Program Officer collaborates closely with other program staff and the MEL Officer to develop and oversee data collection and reporting processes, capturing lessons learned, additionally to develop survey tools, analyze data, and conduct regular monitoring and evaluation visits to the field, providing recommendations to enhance program outputs and outcomes. They also liaise with local, international partners, and Orbis International.

### **QUALIFICATIONS & EXPERIENCE**

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Bachelor's degree in a relevant field (e.g., public health, medical, international development, social sciences, project management).

A minimum of 3 years hands-on experience in program coordination, project management.

### **OTHER SKILLS & ABILITIES**

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- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) for creating professional documents, spreadsheets, and presentations.
- Extensive field experience in rural and mountainous areas, understanding unique challenges and opportunities.
- Willingness to travel regularly to project sites, with 50% of time spent in the field for hands-on oversight.
- Proven track record in the development sector, particularly with NGOs and community groups, committed to social impact.
- Strong knowledge of eye health in Vietnam, understanding the local healthcare landscape.
- Preferred experience in health and education sectors, addressing key social needs holistically.
- Proficient in project management, presentation, and communication skills for effective coordination and stakeholder engagement.
- Knowledgeable in developing and managing monitoring and evaluation plans for program effectiveness and accountability.
- Understanding and sensitivity to poverty-related development and gender issues, fostering inclusivity and equity.
- Fluent in spoken and written Vietnamese and English for seamless communication with diverse stakeholders.
- Flexible, adaptable, and proactive in seeking solutions to challenges.
- Motivated team player who manages individual projects effectively while supporting team collaboration for collective success.

[Click here](#) to apply.

Deadline for submission: 15 August 2024

Only shortlisted candidate will be contacted for interview.

To learn more about Orbis, go to <http://www.orbis.org>

*Orbis is an Equal Opportunity Employer.*

*As a global organization, we welcome qualified applicants from diverse backgrounds, cultures, and marginalized communities who are underrepresented in the international NGO sector who reflect the five Orbis values of Accountability, Commitment, Equity, Innovation, and Integrity.*