

## JOB DESCRIPTION

<b>Position Title</b>	: Program Officer
<b>Location</b>	: Hanoi with occasional travel to the field
<b>Length of the contract</b>	: 1 year contract term and can be extended
<b>Salary range</b>	: Negotiated; based on qualifications and experiences
<b>Line manager</b>	: Program Coordinator
<b>Working relations</b>	: Board of Directors, Departments
<b>Supervises</b>	: Program Intern, Program Assistant

### I. JOB SUMMARY<sup>1</sup>

#### Position overview:

Overall, the position of Project Officer shall be responsible for management works and oversight of the projects that enhance the just distribution of social and economic resources through transparent, participatory and accountable governance processes, including overall coordination, planning, management, implementation, monitoring & evaluation and reporting of all program/project activities.

At management level, the position is in-charge of Project management/coordination, Project implementation, Monitoring and Evaluation (M&E), Reporting, Partnership and Networking<sup>2</sup>.

#### Background information of the program/project(s)<sup>3</sup>:

As one of four program objectives in CDI's 2021-2025 strategy, the program objective 2 aims to promote equitable and just distribution of social and economic resources through transparent, participatory, and accountable governance. Specific objectives include:

- Promote mechanisms for transparency and accountability in state budget management
- Encourage mechanisms for active public participation in state budget management process (in the formulation, implementation and oversight of state budget)

Core interventions include

- Conduct research and surveys on the state budget transparency index at various levels,
- Conduct studies to assess the effectiveness of the state budget allocation and utilization in government programs and policies.
- Building capacity of stakeholder to enforce the implementation of State Budget Law of 2015 and related regulation.
- Provide guidelines for development of Citizen's Budget.
- Encourage public and social organizations involvement through forums and dialogues regarding the annual State budget proposal, community monitoring activities on programs/projects utilizing the state budget, including tools like Social Audit of Public Investment Construction (SAPIC)
- Promote sustainable development and Social responsibility in the extractive industries at the local level

### II. SPECIFIC DUTIES AND RESPONSIBILITIES

#### 1. Management - Enhancing the Program Quality

- Develop research/consultancy proposals to other organizations/clients that are related to CDI's technical areas and/or research, advocacy

<sup>1</sup> To be customized for different position. These following duties are suggestions and can be modified.

<sup>2</sup> Select from the most important duties and responsibilities in Section II

<sup>3</sup> Do not exceed the first page - Use the hyperlink for more details/ information



- Lead and conduct researches under the program/project
- Improve the technical support and quality of consultancy works by CDI team
- Develop the data bank of consultants who works with CDI
- Deliver training and build capacity activities for staff and partners on selected topics
- Share and/or develop reference materials for the team and CDI
- Ensure that training and materials of the program/project are appropriate to the CDI's identity and cultural diversity within the communities
- Develop advocacy programs and campaigns under the program/project
- Conduct annual review of the program and develop objectives of the next year

## **2. Fundraising**

- Identify funding opportunities for the program
- Collect ideas for future concept notes and develop a concept bank for the program from staff and partners, which ensure participatory methodology
- Develop concept papers and proposals which are in line with CDI's programming priorities and strategic directions (including needs assessment, proposal development, submission)
- Build capacity of program staff and partner organizations for quality program design
- Plan and forecast for funding gap of the program/project and possible solutions
- Participate to pitches to potential donors;
- Support/participate in developing strategies to work with individual, corporate and institutional donors;

## **3. Project management/coordination**

- Develop/verify project development and administration (MOU, annexes, etc.), with both donors and local partners, ensuring that donor contractual commitments are met
- Coordinate with project partner and local agencies in setting project structure and systems for effective project management.
- Develop the program/project's strategy (including the communication one)
- Ensure the regular (annual/quarterly/monthly) work-plans and activity schedules of the program/project
- Lead the project launching and planning meetings and key events
- Supervise consultants, service providers, local partners (if any) for quality and time

## **4. Project implementation**

- Develop regular B&P (budget and planning – monthly/ quarterly/ bi – annual/ annual...) with donors + local partners.
- Work closely with the partner(s) (if any) to plan, implement, monitor and report on activities implemented by the partners;
- Review, comment workplans, budget and reports submitted by the partners;
- Conduct and facilitate/coordinate the CDI's activities accordingly to the project plan;
- Work closely with local, provincial and national stakeholders to archive the project goals and objectives;
- Manage networks of implementation partners and external experts; service providers;
- Oversee the project implementation; ensuring that the quantity and quality agreed are met expectations and per milestone;
- Design and organize events such as workshops, forums, dialogues etc.
- Set up interim meeting with key stakeholder (when appropriate) to ensure each project deliverables are met expectations;



- Ensure the effective communication flow among internal and external team;
- Identify relevant social, financial, human and intellectual resources for the project implementation
- Track and coordinate job placements; maintain log of contacts and performance records
- Support in evaluation of project activities in a timely and professional manner
- Support and facilitate the active involvement of partners in all stages of the project
- Ensure project documents are kept in good order, both hard copies and on the server

#### **5. Monitoring and Evaluation (M&E)**

- Support Program Coordinator and M&E project Officer in the development of M&E plan and data collection tools
- Ensure that local partners receive guidance in conducting M&E (i.e., use of survey methodologies) and data entry and analysis
- Conduct routine monitoring of all field activities
- Participate in the development and review of all project documents
- Maintain the project documentation system in both hard and soft copies
- Assist in evaluating implementation processes, effectiveness and impact for all projects
- Prepare M&E plan for each project based on the indicators agreed in the project documents
- Develop appropriate monitoring guideline and templates for local partners to collect information on project indicators on a monthly basis
- Develop system for planning and progress track of on-going projects
- Record and analyze the collected information monthly - Act on results to improve the quality of the program if needed
- Identify and help address issues and problems, including risk management analysis
- Work closely with key technical and staff on preparation of progress reports, mid-term and final evaluation to ensure the compliance and the required quality.

#### **6. Reporting**

- Prepare reports for the project in-charge which are required by donors and other agencies
- Review project reports by the team before sending to program coordinator.
- Prepare report of the program for CDI annual report to send to program coordinator.

#### **7. Financial management**

- Ensure project finance management in accordance with CDI policies and procedures as well as donors' requirements in cooperation with finance and funding specialists
- Support line management and finance officer to prepare monthly/quarterly detail cost plan of the project;
- Monitor project spending, analyze unusual over/under spending items
- Prepare budget and payments for activities directly implemented by CDI;
- Review budgets and financial reports and documents of partners/service providers

#### **8. Organizational development**

- Participate in development of CDI's strategy and operational plans
- Participate in assessing OCAT and/or other assessment of organizational development
- Participate in developing/revising CDI's policies/regulations

#### **9. Team management & leadership**

- Constructively collaborate with colleagues to achieve the organizational goals;



- Expand the capability and development of the CDI members by utilizing mixed interventions e.g. sharing the knowledge, experiences and expertise, coach junior staff/outsource, etc.
- Delivers high quality work that provides a conducive environment to our operating environment;
- Request for staff changes or update of the program/project personnel (if needed)
- Engage in recruitment of new staff (including: develop JD/TORs, interview potential candidates, verify labor contracts, probation assessment...)
- Manage tasks assignment amongst the team and joint planning with other teams
- Supervise and conduct OKR development & assessment of the team
- Conduct annual performance review for the team (including collecting feedbacks from colleagues and face-to-face meetings with staff)
- Conduct exit interview and hand-over (if any)
- Manage leave registration of the team (Leave in lieu, annual leave, etc.)
- Comply with all legislations and the organization’s policies and procedures.

### **10. Partnership and Networking**

- Develop and maintain good relationship between CDI and international/ national/ local stakeholders; NGOs; research institutions; media, etc.
- Build and maintain good relationship with businesses and their associations;
- Ensure that local partners understand CDI’s regulations and donors’ requirements
- Be the focal point for monitoring visit by the donor/government/other stakeholders
- Be the focal point of CDI in working with networks related to the program/project (national and regional level)
- Represent CDI at forums, meetings and/or conferences (national and regional level)
- Actively network with relevant working groups, actors, corporates, government agencies to develop and implement joint initiatives and advocacy events at local or/and national level(s).

### **11. Other duties**

- Any other duty or responsibilities as agreed with the Management.

## **III. REQUIREMENTS**

### **1. Values and Behaviour**

- Agree and commit to CDI's core values
- Promotes and support organizational culture, growth, performance and image;
- Actively supports the organization commitment to the core values and policies;

### **2. Qualification & experiences**

- Must be Vietnamese
- Bachelor/Master’s Degree in Development, Social sciences, Public Policy, Economics, or related field
- Knowledge in Public Administration, Public Finance Management; Budget Law, Vietnam Political system
- Minimum 5 years of related working experience with an NGO, preferably with similar responsibilities
- Experience of working with ethnic minority, poor people and other vulnerable groups is an advantage
- Understanding of and sensitivity to poverty-related development and gender issue
- Proven records of conducting researches, assessment

### 3. Language

- Good written and verbal communication and presentation skills in both Vietnamese and English
- Demonstrated experience in writing proposals and reports in English

### 4. Core Competency<sup>4</sup>

- Excellent command of MS-Office and online tools (Trello, online calendar, etc.)
- Preference for ICT experience
- Excellent presentation, interpersonal and communications skills
- Excellent organizing and planning skills
- Strong analytical skills with the ability to detect and report inconsistencies
- Excellent time management skills

### 5. Others\*

#### Working with People:

- Respect for the views and contributions of other team members;
- Show empathy; listen, support and care for others;
- Consult others and share information and expertise with them;
- Build team spirit and reconcile conflict; adapt to the team; be able to work independently and with the team;

#### Communicating Effectively:

- Effectively share information among others to reach a common understanding;
- Be proactive in communicating and keeps the needs of the receiver in mind in particular internal and external stakeholders and clients;
- Follows up on communications;
- Engages in constructive 2-way feedback; listens actively and consults others as required before communicating
- Professional experience in the use of social media

#### Drive for Results:

- Set high standards for quality of work;
- An energetic self-starter with resilience, fast pace, interpersonal skills;
- Proactive and self-motivated approach to work, with an enthusiasm for learning and openness to adapting
- Emotional maturity, willing to learn and adapt to new contexts self-discipline
- Highly motivated with a positive attitude and able to work under pressure
- Ability to work under pressure and with flexible time
- Be flexible and hard working to achieve high performance goals and meet deadlines in a multiple tasks professional working environment
- Accept and tackle demanding goals with enthusiasm;
- Strategic thinking;
- Innovative and creative in solving problems;
- Be responsible and strong attention to detail;
- Prior experiences in a fast-paced organization aiming for results and growth.
- Strong desire to use his/her own professional expertise to create positive social impact;
- Strong commitment and passion to social innovation and social development;

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<sup>4</sup> Part 4 & 5 are optional; to be selected maximum of 5 key points for each part



- Result-oriented and time management skills
- Ability to travel locally, regionally and internationally

#### **V. APPLICATION**

- Candidates please send your application including Curriculum Vitae and Cover Letter in an email with title "**Apply for the position of Project Officer**" to email address: [hr@cdivietnam.org](mailto:hr@cdivietnam.org)
- Applications deadline: 16:00 - 30 September 2024.