

JOB DESCRIPTION

Job title	Program Officer (Typhoon Yagi Response)	Office	Hanoi
Type of employment	Temporary contract: 6 months	Number of recruits	1
Reports to	Program Manager	Department	Program Department
Gross salary	16,513,000VNĐ – 18,872,000VNĐ	Grade	
Background	<p>Aide et Action (AEA) (soon becomes Action Education) is an international non-governmental organization working in 19 countries across Africa, Europe, South Asia, and Southeast Asia to support the development of sustainable education projects.</p> <p>Our vision: Changing the world through education.</p> <p>Our Mission: AEA ensures access to quality education for the most vulnerable and marginalized populations, especially children, so they can take charge of their own development and contribute to a more peaceful and sustainable world. AEA’s staff operate in the spirit of shared decision-making which demands teamwork, transparency, mutual respect, integrity, personal initiative, creativity, and professional discretion.</p> <p>Our projects in Southeast Asia started in 2003 with local partners and government agencies in Cambodia, Vietnam, and Lao PDR to enhance the quality of education as well as to facilitate the access to quality education. In Vietnam, AEA focuses on three main themes:</p> <ul style="list-style-type: none"> • Early Childhood Care and Education (ECCE) • Access and Quality of Education (A&Q) • Livelihood Education 		
Position Overview	<p>Reporting to the Program Manager.</p> <p>The post holder will play a critical role in the implementation of emergency response initiatives following Typhoon Yagi. This position is responsible for coordinating activities, ensuring timely project execution, and facilitating communication among stakeholders to support affected communities.</p>		
Core Accountabilities			
<p>Being a member of Emergency Response Team, the post holder will be directly in charge of the implementation of all activities related to Typhoon Yagi, with main responsibilities as follows:</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Project Coordination: Assist in the planning, implementation, and monitoring of emergency response activities related to Typhoon Yagi. • Stakeholder Engagement: Collaborate with local authorities, NGOs, and community leaders to assess needs and coordinate response efforts. • Monitoring & Reporting: Track project progress, prepare regular reports, and communicate updates to the Project Manager and stakeholders. • Resource Management: Ensure efficient use of resources and support logistics for the delivery of emergency supplies and services. • Data Collection: Gather and analyze data related to the needs of affected populations to inform program adjustments. 			

<ul style="list-style-type: none"> Capacity Building: Support training initiatives for local staff and volunteers on emergency response best practices. Compliance: Ensure adherence to organizational policies and relevant regulations throughout project implementation. <p>Networking:</p> <ul style="list-style-type: none"> Maintain relationships with local partners, beneficiaries and other stakeholders. Actively network with relevant working group, consultants, experts, partners, NGOs and governments agencies. 	
Selection Criteria	
Qualification	<ul style="list-style-type: none"> BA Degree in Development Studies, Project Management, or a related field.
Experiences	<ul style="list-style-type: none"> At least 2 years of experience in a similar position (Project Officer). Experience in project management, preferably in emergency response or humanitarian aid.
Other requirements	<p>Skills:</p> <ul style="list-style-type: none"> Strong organizational and analytical skills. Excellent communication and interpersonal abilities. Proficiency in data management and reporting tools. Ability to work under pressure and adapt to changing situations. Good reporting skill, data management, written and verbal communication, presentation skills in both Vietnamese and English. Good teamwork skill and ability to work independently with minimum supervision. Good at time management and working under pressure. <p>Personal attributes:</p> <ul style="list-style-type: none"> Commitment to humanitarian principles and values. Strong problem-solving skills and attention to detail. Capacity to work independently and as part of a team. Ability to travel locally when required and necessary.
Core Competency	<p>Basic level in following core competency:</p> <ul style="list-style-type: none"> Working with People: Show 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 and fit in well. Communicating Effectively: Effectively share information among others to reach a common understanding , to allowed informed decision-making and as a basis for coordination as well as quick and effective performance across the organization; is proactive in communicating and keeps the needs of the receiver in mind in particular internal and external stakeholders and clients; follow up on communications; engage in constructive 2-way feedback; listen actively and consult others as required before communicating Drive for Results: Set high standards for quality of work; monitor and maintain quality of work; work in a methodical and orderly way; consistently achieve project goals; focus on the need and satisfaction of internal and external stakeholders; accept and tackle demanding goals with enthusiasm. Child Protection: Perform the highest standard to ensure child safeguarding in according with our Child Projection Policy
Values and Behaviour	<ul style="list-style-type: none"> Promote and be a role model to support organizational culture, growth, performance and image

	<ul style="list-style-type: none">• Actively support the organisation’s commitment to the principles of Diversity, Inclusion and Equal Employment Opportunity (EEO);• Actively demonstrate the organizational values: <p style="text-align: center;">Freedom: We respect people’s rights Respect: We value differences Solidarity: We are stronger together Equity: We treat people equally Integrity: We stand up what is right</p>
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STARTING DATE: As soon as possible

HOW TO APPLY: The interested candidates who meet the qualifications are invited to send their CV with 3 (three) references and a cover letter to the following address: hr.vietnam@action-education.org with the subject title **[AEA (AE)-PO] Candidate Name**.

Application Deadline: 2nd October 2024 (The recruitment process may end sooner if we find the suitable candidates).

Note: This position is for Vietnamese nationals only. Only shortlisted candidates will be contacted for further information and discussion. This position offers a unique opportunity to contribute to vital emergency response efforts and make a meaningful impact on communities affected by Typhoon Yagi.