



Provincial Adaptation Coordinator for Climate Change Adaptation and Disaster Risk Reduction

(Based in Long An)

“The American Red Cross seeks to prevent and alleviate human suffering around the world by responding to disasters, building safer, more resilient communities, and educating future humanitarians. In the coming years the American Red Cross will deepen and expand its programming around the world while also working to strengthen the global Red Cross Red Crescent network, in order to deliver vital help and hope to some of the most vulnerable communities”

Summary

The American Red Cross (ARC) Vietnam Delegation seeks an experienced and enthusiastic Provincial Adaptation Coordinator to lead local and provincial level activities as part of ARC's partnership with Winrock International on the Vietnam Forests and Deltas Program. One of the program's components, the Adaptation component, focuses on community based disaster risk reduction (DRR) and climate change adaptation (CCA) as well as capacity building activities in Nam Dinh and Long An provinces.

This advertisement is for a Provincial Adaptation Coordinator to be based in Long An province.

Working closely with national headquarters and the provincial chapter of the Vietnam Red Cross (VNRC) as well as other program partners including the provincial Department of Agriculture and Rural Development (DARD), the Provincial Adaptation Coordinator will be responsible for supporting a program of local level activities on DRR and CCA. While overall technical guidance and support will be provided by Hanoi based program staff, the Provincial Coordinator will assist VNRC field operations staff to ensure high quality technical standards as well as timely and effective implementation.

After an initial period for familiarization in the Vietnam Forest and Deltas program office in Hanoi, the Provincial Adaptation Coordinator will be based in Long An province. Extensive travel to field sites within the province is expected, plus occasional trips to Hanoi and elsewhere in Vietnam.

The Provincial Adaptation Coordinator will report to the ARC's Country Representative on administrative employment issues and to Winrock International's Adaptation Team Leader on technical and program requirements. The Provincial Adaptation Coordinator will report to the National Adaptation Coordinator, based in Hanoi. Technical advice and support will be provided by the ARC DRR and CCA Adviser.

While the initial contract is full-time for the duration of one year, extensions of time, based on performance, are possible. The Vietnam Forests and Deltas program is expected to operate until September 2017.

Responsibilities

- Coordinate the implementation of the provincially based program of DRR/CCA activities according to agreed plans and budgets



- In consultation with Hanoi based program staff, support program design and prepare detailed work plans for activities
- Inspire, energize and mentor field staff. Proactively identify problems, develop innovative solutions and strive to maintain momentum in program implementation
- Provide financial oversight and assure cost effectiveness of provincial based program activities
- Support project partners in financial monitoring, reporting, compliance and liaison with the program finance team
- Facilitate beneficiary accountability, participation and ownership as part of program/project implementation
- Actively network with other organizations and across sectors to establish links, identify opportunities for cooperation and advocate the main messages from the Vietnam Forests and Deltas program
- Assist in identifying capacity building needs within the project team. Collaborate on the design and conduct capacity building activities as needed. This may include skills development in specific technical areas as well as in reporting, program management, M&E and gender issues
- Support local level implementation, including occasional workshop facilitation, arranging and delivering training sessions as well as active participation in awareness raising events
- Prepare regular reports on program implementation including information on current and projected progress and expenditure
- Assist with the implementation of the monitoring and evaluation (M&E) system. Train provincial and field staff in the use of systems, collate, process and report on M&E data. Report regularly on the achievement of M&E targets
- Liaise with implementing partners and government counterpart staff – particularly DARD – to coordinate activities and strengthen relationships
- Identify opportunities and prepare descriptions of success stories as part of overall communications
- Facilitate arrangements for official visitors, host site tours for official visitors.

Qualifications

- Bachelor's degree in a related field
- Minimum five years relevant experience including at least two years of managing staff and managing complex work programs. International work or study experience preferred
- Demonstrated working experience with international projects including work planning and implementation management
- Demonstrated leadership experience including supervising, inspiring and mentoring staff as well as being able to show initiative, think innovatively and proactively solve problems
- Proven record of effective teamwork across multiple organizations and stakeholders at local levels
- Proven expertise in undertaking capacity building for local partners, particularly government at provincial, district or commune levels
- Experience with the development and delivery of training and participatory workshops
- Experience with preparing information for M&E to international standards, including design of evaluation materials, data collection and reporting
- Knowledge of DRR/CCA tools, training materials and activity content
- A background or experience in gender and gender analysis to take into consideration the differing needs of men and women, is considered an advantage



- Ability to effectively manage complex programs and to meet or exceed target objectives.
- Excellent written, verbal communication and interpersonal skills in English and fluency in Vietnamese
- Proficient in MS Office.

The American Red Cross is an Equal Opportunity/Affirmative Action Employer

Applicants should send a current resume and a cover letter containing the name and contact details of three references as well an indication of salary expectations to amcrossvn@hotmail.com by CoB August 21, 2013.

Only qualified candidates will be contacted.