



JOB VACANCY

SPANISH Red Cross (SRC) is a Humanitarian Organization, member of the International Red Cross and Red Crescent Movement. Spanish Red Cross in Vietnam is a creative and dynamic organization. SRC is partnership of and working with Vietnamese Red Cross (VNRC) in the areas of disaster management and social inclusion.

Purpose

SPANISH Red Cross is seeking an experienced and qualified person to fill the position of **PROJECT OFFICER (PO)**. Under the supervision of the SRC Delegate or assigned supervisor, PO will be in charge of the implementation and management of the **Disaster Preparedness and Response** related projects and activities implemented in partnership with **Vietnam Red Cross (VNRC)**.

PO will closely support the SRC Delegate with the preparation of any new proposals, especially in the Disaster field and eventually in any other sector if required.

Contract Period: 1 year

Areas of responsibilities:

The Project Officer is assigned on a full time basis. In this capacity his/her specific duties and responsibilities include:

Duties and Responsibilities:

- To ensure implemented projects objectives and results are achieved timely and efficiently. In co-operation with the SRC Delegate to provide technical support to VNRC team at the different levels in developing annually and quarterly project plans, implementation, monitoring/ reporting and evaluation.
- To monitor the implementation of the projects through site visits to assess and / or validate implementation of approved project plan and identify possible problem areas as well as measurement for improvement.
- To support VNRC in the implementation of project reviews and evaluations and supporting VNRC project staff in developing, implementing and reviewing results.
- To support and monitor VNRC in organizing regular meetings on project implementation, training activities, conferences, seminars, study tours and workshops for effective implementation of the project.
- To prepare field-trip reports; support VNRC to prepare quarterly reports, reports against communication with partners, clients.
- To ensure adequate project technical information and sources of verification are been collected and to keep records of everything for reporting and evaluation purpose.



- To submit regular monthly work plans and brief monthly implementation report to SRC Delegate. To participate in the preparation of program updates and annual reports.
- To ensure funds are available for the project on time by reviewing and participating in the preparation of quarterly fund requests of VNRC.
- To support and work closely with SRC Finance Department in financial management of the project as well as with the preparation of financial report if required.
- To maintain and strengthen SRC's partnership with other organizations: Establish and maintain links with other organizations involved in SRC interventions to generate collaboration and funding. Represent SRC in interagency meeting/ conferences as requested.
- To translate/interpret in the meetings/workshop when required.
- To file project documents, correspondent related to the project.
- To complete administrative tasks if requested.
- To be the liaison and participate in the humanitarian and development network with other actors. To attend to meetings if required in particular in the Disaster Management field and to promote and disseminate information on the SRC and its donors intervention in Vietnam.
- To fulfill other duties when required by the projects or the SRC Delegate.

Key requirements

- **Educational background:** University Degree – Science, Social studies, foreign languages or related field.
- **Working Experience:** Minimum of three years of experience in the development sector (for an INGO or International Organization, supported by external donors). Experience in working in Disaster Management is a must (especially Preparedness and Response). Experience and/or specific knowledge in Water & Sanitation will be very valued.
- **Languages:** Native Vietnamese and fluent in speaking and writing English.

Other skills and qualities:

- Good computer skills; MS office (word, excel, PowerPoint).
- Good interpersonal, communication and negotiation skills
- Understanding of development sector and the basic tools to work in this field (project cycle, logical framework approach, community based and participatory work techniques, etc).
- Interest in community development work
- Open-minded and respectful attitude to working with vulnerable groups (People with Disabilities, Ethnic Minorities, etc) in rural areas.
- Willing to travel extensively to the field
- Ability to work in team and independently
- Sense of initiative and responsibility
- Knowledge and experience with Red Cross movement is appreciated but not a must.



- Willing to work following strict deadlines and ability to handle short time notice, work pressure.

The Spanish Red Cross is an equal employer; we very much welcome applications of both men and women as well People Living with Disabilities and HIV/Aids.

Interested candidates are invited to send application package including CV (indicating name and contact detail of 3 references) and a covering letter in English to:

Spanish Red Cross
59 Quang Trung street, 7th floor, Ha Noi

Or by Email: src.diephnh@fpt.vn and maralmo@cruzroja.es

Deadline for application is February 16th 2014.

Only short listed candidates will be contacted.