



Program Office - DRR

“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 enthusiastic *Temporary Program Officer (PO)* to support ARC's DRR Projects. Project implementation will be undertaken by the VNRC, in cooperation with local municipal authorities, relevant departments and several L/NGOs. The PO will work closely with the VNRC NHQ Senior Project Officer and chapter staff in each locality and coordinate with the municipal authorities in the implementation the urban level activities. The primary function of this position will be to support, facilitate and motivate local level Red Cross staff and authorities and to ensure high quality technical standards and timeliness of implementation.

The OP will be based in the ARC Vietnam Delegation office in Hanoi and will require travel to field sites in the different project provinces. The PO will report to the ARC's Senior Program Officer. The contract is full-time for 7 month duration.

Primary responsibilities

- Support the design, planning and implementation the VNRC/ARC programme activities in selected wards/communes of targeted cities/districts, through regular visits
- Assist the Red Cross chapter staff to ensure that activities are implemented according to agreed plans and budgets.
- Participate, with the VNRC Project Officer, in monitoring and evaluation (M&E) design, development and implementation, including preparation of questionnaires and surveying, training of provincial and municipal Red Cross, government and L/NGO staff and help to produce standardized, timely and accurate monitoring reports
- Support the production of timely and accurate narrative reports in Vietnamese and English on project implementation, including information on current and projected progress and expenditure
- Support the provision of financial oversight and assure cost effectiveness of project activities
- Support the identification of capacity-building and training needs of Red Cross staff and partners; collaborate on the design and conducting of capacity-building activities as needed, including occasional workshop facilitation. This may include skills development in specific technical areas as well as in reporting, project management, M&E, gender analysis and social inclusion issues
- Participate, support and guide awareness raising activities.



Additional regular duties

- Network with other organizations and across sectors, e.g. education, planning, health, to establish links, identify opportunities for cooperation and advocate main messages from the urban resilience project, representing the program, as requested, for outreach and general coordination at relevant local municipal, provincial, NGO coordination meetings, workshops and seminars
- Coordinate closely with the VNRC NHQ urban resilience PMU and other Red Cross Movement partners, as well as other relevant stakeholders (notably the Vietnam Women's Union and the Youth Union) at the provincial, municipal and ward level as they pertain to the urban resilience program in each locality
- Proactively identify problems, develop innovative solutions and strive to maintain momentum of project activities
- Identify opportunities and prepare descriptions of lessons learnt, good practice and success stories
- Facilitate arrangements for official visitors, host site tours for official visitors
- Provide additional program support as requested by the ARC Country Representative delegate

Main qualifications

- A Bachelor's and preferably a Master's degree in natural or social sciences, development studies, urban planning or a related subject. International study and/or work experience is desirable
- Three or more years demonstrated work experience with international projects, including management, planning and implementation
- Prior development experience in the urban environment and/or familiarity with the targeted Provinces is preferred
- Red Cross work experience is desirable as is familiarity with the Red Cross mandate and the Fundamental Principles of the International Federation of Red Cross and Red Crescent Societies
- Demonstrated leadership experience, including supervising, inspiring and mentoring staff as well as being able to show initiative, think innovatively and proactively solve problems
- Proven expertise in undertaking capacity building for local partners, particularly government at provincial, municipal, district, ward or commune levels
- Experience with the development and delivery of DRR/CCA training and participatory workshops
- Experience with monitoring and evaluation (M&E)
- Ability to work both independently and with a proven record of effective teamwork across multiple organizations and stakeholders at both local and national levels
- A background or experience in gender and gender analysis to take into consideration the differing needs of men and women, would be an advantage
- Excellent communication, organizational and reporting skills in both English and Vietnamese
- Proficient computer skills (Microsoft Word, Excel, and other basic applications MS Office)
- Able to meet deadlines, working long hours and during weekends as required.



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 3 references as well an indication of salary expectations (gross in USD) to amcrossvn@hotmail.com by CoB August 1st, 2016. Only qualified candidates will be contacted.