



VACANCY ANNOUNCEMENT

Adventist
Development and
Relief Agency in
Vietnam
G.P.O. Box 111
Hanoi, Vietnam

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ADRA in Vietnam invites all competent national candidates to apply for the position of Programs Officer based in Hanoi with three year contract (renewable).

This position reports to Programs Directors. The Job description can be found on website: www.adravietnam.org

Job Responsibilities:

Main duty 1: Program Management

1. Provide the Programs Director with technical support for project proposal development and reporting
2. Coordinate with the Technical Adviser in providing Assistant Project/Activity Managers with technical support for planning, implementation and M&E of project activities
3. Coordinate with the Technical Adviser in assuring appropriate design, development, field-testing and use of training and IEC materials for projects
4. Coordinate with the Technical Adviser in developing and revising annual work plans for each project and the master work plan for all projects
5. Coordinate with the Technical Adviser in assuring proper project documentation/database and data collection by Assistant Project/Activity Managers
6. Coordinate with Finance Department in assuring proper use of budget and financial reporting
7. Liaise with national, provincial and district authorities or others as needed
8. Assure adherence to donors and ADRA regulations
9. Conduct field visits to project sites/activities

Main duty 2: Human Resources

1. Assist the HR Director and Technical Adviser in managing volunteers and interns
2. Liaise with the HR Director and Technical Adviser to organize and coordinate internal/external staff training programs
3. Assist the HR Director and Program Director in conducting employee performance evaluation

Main duty 3: Other duties

1. Participate as a member of ADRA in Vietnam's senior management team (ADCOM)
2. Fulfill any other relevant tasks as requested by the Program Director

Requirements:

Knowledge

- Bachelor degree in health, education or management, or an equivalent

Skills

- Fluency in spoken and written English
- Computer literacy: expert level capacity with common office software packages, email, and the Internet; experience with SPSS data analysis; IT experience, such as network troubleshooting and computer maintenance
- Strong communication skills and ability to work independently and in a team

Experiences

- Three years in project and budget management
- Report writing and editing

Attitudes

- Willingness to travel to and work in various project sites in Vietnam
- Commitment to uphold ADRA's Mission, Beliefs and Operating Principles

Benefits:

- Take home salary: around 630 USD/month (depending on actual experience and education in the area of job requirement)
- Health insurance through AonCare
 - In-patient medical coverage
 - Out-patient medical coverage including dental care
 - Personal accident insurance coverage
- 13th month salary (annual bonus)
- Vietnam Social & Health Insurance – 25% contribution by ADRA covers for 18% from employer + 7% from employee
- Per diem
 - Inter-provincial – 160,000 VND maximum (40,000 VND/meal + 40,000 VND for overnight stay)
 - Intra-provincial (outside of workstation) – 80,000 VND maximum (20,000 VND/meal + 20,000 VND for overnight stay)
- Leaves
 - Annual leave – 15 days + 1 additional day every two years employment
 - Sick leave – 15 days paid leave + sick leave stipulated in Vietnam Labor Law
 - Personal leave – based on Vietnam Labor Law
 - Maternity leave – based on Vietnam Labor Law

National holidays – based on Vietnam Labor Law

To apply:

All interested candidates are encouraged to send an application via email: adravietnam@hn.vnn.vn or to ADRA Vietnam - Room 221-224, Bulding E1, Trung Tu Diplomatic Compound; No.6 Dang Van Ngu, Hanoi, Vietnam.

Deadline: Before 5 pm 22 August 2009.

Only short-listed candidates will be informed for interviews. Interviews will be conducted at the beginning of September and successful candidate will start work from October 2009.