



JOB VACANCY: SENIOR PROJECT OFFICER

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 works in partnership with Vietnam Red Cross (VNRC) focusing on inclusion of people with disabilities, disaster preparedness, disaster response and relief.

Purpose

SPANISH Red Cross is seeking an experienced and qualified person to fill the position of **SENIOR PROJECT OFFICER** to assist SRC Project Coordinator (PC) on project planning, implementation, monitoring, reporting and evaluation as well as closely supporting to our only local and implementing partner, VNRC. This position will be based in Ha Noi although very frequent travels to the field will be required.

Areas of responsibilities

The Senior Project Officer is assigned to the Projects on a full time basis. His/her specific duties and responsibilities include:

- To provide oversight, guidance and support to the SRC project office and VNRC at all levels in M&E and reporting of project activities ensuring all project activities are appropriately supervised.
- To review and improve continuously existing mechanism of M&E and reporting and ensure they comply with donors requirements.
- To provide extensive training to all levels of VNRC project staff and SRC staff on M&E and reporting mechanism and follow up mechanism are widely understood and put into practice.
- To contribute together with all SRC project staff, SRC finance staff and VNRC staff to develop and implement Annual and Half-Year Project Plans and budgets.
- To follow up and monitor VNRC project team and ensure they accomplish their tasks.
- To ensure all SRC project staff and VNRC team record and prepare technical reports, meeting reports or minutes according to SRC / donor requirements.
- To report on regular basis to the Representative and advice on issues related to the ongoing M&E and reporting activities.
- To ensure adequate project technical information and sources of verification are been collected and keep records of everything for reporting and evaluation purposes.
- To provide support to the Finance Team on budgeting specific activities he/she is directly in charge or any activity of the project if required.

Key requirements

Educational background: University Degree

Working Experience: Minimum of seven years of experience in the development sector (in NGO or government sector, supported by external donors) and proof experience on Disaster Management / Disaster Preparedness and/or disabilities. Specific experience/trainig on M&E will be a plus.



Languages: Vietnamese native and excellent command of written and spoken English.

Other skills and qualities:

- Competence in MS Windows programs (Word and Excel)
- Good interpersonal, communication and negotiation skills
- Ability to represent SRC and the Project among national and International stakeholders
- Interest in community development work
- Open-minded attitude to working with people with disabilities
- Willing to travel extensively
- Ability to work in team and independently
- Sense of initiative and responsibility

Interested candidates are invited to send application letter, resume together with 03 referees to SRC at cruzroja2@fpt.vn or mail to 15 Thien Quang, Hanoi.

Deadline for application is November 11, 2011.