

Job Description

Title:	Junior Project Officer
Organisation:	Caritas Switzerland in Vietnam
Job Category:	Assistant

Reporting to: Quan Ba Project Coordinator (administrative-wise) and
Tourism Officer (Pan Nature Officer - for technical issues on tourism)

Deputized by: Tourism Officer

Place of Work: Quan Ba (75%) and Hanoi (25%)

Work time: 100%

Contract Period: 1 September 2013 – 31 August 2014 (1 year, with the possibility of extension)

Travel time: Travels to Quan Ba every 3 weeks, in the mode of the Quan Ba Team (Quan Ba 2 weeks – Hanoi 1 week). Any additional travel whenever required.

1. Project Background and Goal

Caritas Switzerland has been operating in Vietnam since 1996. The strategy of Caritas Switzerland in Vietnam focuses on sustainable livelihoods programmes to reduce poverty and increase equity, especially for ethnic minorities. Equally important is the engagement in climate change and disaster risk reduction goals of our engagement in Vietnam. Besides cooperating with Government agencies at all levels, Caritas promotes the development of civil society organisations in policy dialogue and social issues. The current 2nd phase of the Quan Ba Integrated Community Development Project (Quan Ba IDCP 2) has been operating since 2009 and will end in February 2015. The **project objective** is as follows: *By 2014, all households, with special focus on the poor and women, in the Caritas Quan Ba project area are enabled (participation, capacity and empowerment) to lead better lives in terms of food security, higher income, well-being, while using their resources in a sustainable way and fostering their cultural identity.* The three objectives of the project focus on 1. Income & Food Security; 2. Environment and Living Conditions; and 3. The Supporting Framework. The Quan Ba Project has an office in Tam Son, Quan Ba District, Ha Giang Province. The project team has 11 staff, incl. 3 Caritas staff from Hanoi and is headed by the Caritas Project Coordinator.

2. Responsibilities

The main responsibility of the Junior Project Officer is to support the Tourism Officer with the implementation of activities of the pro-poor tourism component of Caritas Switzerland in Quan Ba. These activities will mainly focus on the delivery of basic tourism skills trainings and follow up coaching of beneficiaries. The Junior Project Officer also supports the Quan Ba Project Coordinator with specific organisational and administrative tasks assigned. These tasks may include communications, logistic, translation, M&E activities, and other tasks.

3. Specific tasks

- 1) Assist the Tourism Project Officer with the implementation of specific activities, as defined in the Operational Plan 1.7.2013 – 31.8.2014, mainly:
 - Coordinate and attend the basic tourism skills trainings provided by a professional institution
 - Deliver regular follow up skills training / coaching in basic tourism skills to the beneficiaries in Nam Dam
 - Collect feedbacks from tourists, discuss them with the villagers and propose service delivery improvements to the Tourism Project Officer
 - Coordinate the handicraft trainings provided by a professional institution
 - Assist the Tourism Project Officer with logistics and administration
 - Any other tasks assigned by the Tourism Officer and agreed by the Quan Ba Project Coordinator
- 2) Ensure correct procedures according to Caritas standards and formats (activity plan, activity reports, other Caritas internal paperwork) related to the pro-poor tourism component, with support from Quan Ba Project Coordinator
- 3) Written (and in some special cases oral) translation for the Quan Ba project and for Caritas Switzerland in Vietnam in general
- 4) Assist the Project Coordinator and Project Officer in maintaining good communication with project partners and communities
- 5) Assist the Administrator and Project Team in logistics arrangement of project training/events/visits, if needed
- 6) As required by project officer and when available, the Junior Project Officer will assist with specific project M&E tasks (e.g. visit to project sites, update and maintaining database, etc.) to gain experience and help the Quan Ba Team fulfil its tasks

4. Additional tasks

- Provide support to the Community Development Boards to prepare project plans and reports to ensure that they are of good quality and timely produced (for WASH components) while at the same time building/developing CDB members' capacity
- Maintain and update project reports and databases
- Submit timely quality project component reports as requested by the project in Quan Ba, the Country Office in Hanoi, and the Head Office in Switzerland
- Provide assistance to CDBs and Commune People's Committees to ensure that the WASH component contributes and is integrated in VDPs and commune SEDPs
- Work closely with the project coordinator to assist PMB in the preparation of project plans and reports to ensure that they are of good quality and timely produced
- Work closely with the Project Coordinator to provide assistance to the overall project management tasks when needed, such as studies, evaluation, etc.
- Any other additional tasks as needed which are important for Caritas Switzerland in Vietnam

5. Required Entry Qualifications and Competencies

Formal Education

- Undergraduate degree in a relevant field (i.e. tourism, rural development an asset)
- Excellent communication skills in both English and Vietnamese (oral and written, incl. translation)
- Great interest in development cooperation (proven record in regard to work related to poverty reduction, pro-poor tourism, community development, ethnic minorities, etc. is a great asset)
- Demonstrated willingness and availability to work in remote rural region (Quan Ba, communes and villages, Ha Giang province)
- Demonstrated team-work spirit, initiative, constructive, active, punctual, and humorous personality.

Professional Experience

Previous experience in the field of tourism or community development is a strong advantage.

6. Annex/Materials – Reference Documents

- 1) Operational Plan 07/2013 – 08/2014
- 2) Tourism Concept Note, approved by the district authorities of Quan Ba
- 3) Tourism Products and Services in Quan Ba

7. Application

Interested persons with relevant qualifications and experience are invited to send their CV, a motivation letter, as well as reference details to Caritas Switzerland to the following email address: Vietnam@caritas.ch by **23 June 2013**.

For any further information, please contact the Quan Ba Project Coordinator, Mr Pham Van Hung (hung@caritas.ch)