



## **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 sectors of employment for people with disabilities and other venerable groups, disaster relief and preparedness.**

SPANISH Red Cross is seeking an experienced and qualified person to fill the position of **PROJECT OFFICER** for our Disability Program. The qualified candidate will assist the project office of the Spanish Red Cross in Vietnam and report to the Project Coordinator and Disability Program Delegate in all matters relating to project management. This position will be based in Ha Noi but will require very often travels to the field.

**Contract:** 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 Disability Program objectives and results are achieved timely and efficiently.
- To provide technical support to VNRC's technical team (at the different levels) in project planning, implementation, monitoring/reporting and evaluation.
- To work closely with VNRC staff at all levels to ensure that donor's requirements are followed during the whole project cycle.
- To prepare regularly and timely technical reports according to the SRC/Donor requirements.
- To support Project Coordinator in ensuring adequate project technical information and sources of verification are collected and to keep records of everything for reporting and evaluation purposes.
- To closely work with SRC Finance team in the financial management of the project as well as budgeting project activities if required.
- To ensure funds are available for the project on time by reviewing and support on the preparation of quarterly fund requests of VNRC.
- To prepare, review and keep updated all project related correspondence with VNRC (both in Vietnamese and English) as per instruction of Project Coordinator.
- To report on regular basis to the Project Coordinator and Disability Program Delegate.
- To actively participate in the SRC Project Team contributing and motivating.
- To follow up and monitor VNRC project team and ensure they accomplish their tasks and the project is implemented smoothly.
- To support if required the preparation of new project proposals in any development sector.



- To be the liaison and participate in the development network with other actors if required on behalf of the Project Coordinator/Disability Program Delegate if required, in particular in the field of disability, joint events in disability field, promote and disseminate information of project, SRC and its donor in Vietnam.
- To be willing to fulfill other duties when required by the project or the Representative.

### Key requirements

- **Educational background:** University Degree – Social or Economic 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 with People with Disabilities, Income Generation Activities and/or Ethnic Minorities 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 People with Disabilities and Ethnic Minorities 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, 7<sup>th</sup> floor, Ha Noi

Or by Email: [src.diepnh@fpt.vn](mailto:src.diepnh@fpt.vn) and [src.tuyetdt@fpt.vn](mailto:src.tuyetdt@fpt.vn)

Deadline for application is August 11 2013.

Only short listed candidates will be contacted.