



## Field Project Officer (M/F)

German Red Cross and Australian Red Cross are part of the world wide Red Cross and Red Crescent Movement assisting victims of conflict and disaster and people affected by social or health related crisis. The Red Cross Movement provides assistance to vulnerable people without discrimination as to nationality, race, religious beliefs, class or political opinions and adheres to the seven principles of the Red Cross movement: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality.

The person recruited for this position will support the partnership between German Red Cross (GRC), Australian Red Cross (ARC) and the Vietnam Red Cross National Society (VNRC) in the implementation of the Climate Smart Community-Based Disaster Risk Reduction Project in An Giang and Kien Giang.

### **Contract type and duration**

Full-time position for the period of 1 (one) year

### **Location**

The position will be based in An Giang with frequent travel to Kien Giang

### **Required language proficiency**

Vietnamese and English

### **Nationality**

The position is opened for Vietnamese nationals only

### **Starting date**

8 March 2013

### **Roles and responsibilities**

The Field Project Officer shall be responsible for supporting the host provincial Red Cross chapters and branches in the implementation of all activities of the project and in their monitoring.

In this capacity his/her specific duties and responsibilities are as follows:

1. Ensure that project activities are implemented in accordance with the approved project documents
2. Ensure that the Project budget are spent in line with the approved activities
3. Coordinate the daily management of planned activities in An Giang and Kien Giang
4. Coordinate and supervise project assistants in the project implementation and monitoring
5. Provide assistance in the financial management of the project
6. Ensure compliance of administrative and financial procedures of GRC/ARC and its donors by the implementing partners
7. Provide advice and updates in the project management and implementation
8. Ensure coherency between supported activities and the Red Cross approach in Disaster Risk Reduction/Climate Change Adaptation

9. Conduct research and assessments with solid methodology
10. Provide guidance for provincial partners in data collection and monitoring techniques
11. Ensure high-quality reporting and assist partners to provide high-quality reports (in English and Vietnamese)
12. Liaise and network with relevant local actors and stakeholders
13. Support capacity building processes throughout the project
14. Ensure that all experiences and lessons learnt during the project course are well documented for the use in future VNRC and GRC activities,
15. Ensure the visibility of the donors and the Red Cross while implementing the project
16. Assist in translation and interpretation when necessary

### **Selection criteria**

#### Essential requirements

- University degree in geography, disaster management, development studies, social studies, international relations or other relevant studies
- A two-year minimum project experience in the humanitarian/development sector with NGOs and/or governmental organizations
- Experienced in disaster management, disaster risk reduction, climate change adaptation, capacity building and/or community based approaches
- Experienced in project planning, implementation and management
- Previous dealings with governmental organizations working in Disaster Management/Disaster Risk Reduction/Climate Change Adaptation or related sectors
- Excellent command of written and spoken Vietnamese and English
- Good knowledge of qualitative and quantitative research methods
- Ability and willingness to travel to the project sites
- Willingness to occasionally work outside of regular working hours.

#### Desirable qualities

- Experience of working in the Red Cross and Red Crescent Movement or other humanitarian organizations
- Knowledge of Red Cross/Red Crescent principles and willingness to adhere to them
- Good interpersonal communication and negotiation skills
- Confident in representing the project among national and international stakeholders
- Able to work in a team or independently and in stressful situations
- Experience in training and organizing workshops/seminars
- Able to take initiatives, develop contacts and supervise people
- Excellent analytical skills
- Competency in MS Office programs, Word Processing, Excel, Power Point, etc.

Candidates interested are invited to send their applications no later than 28 February 2013 to:

*German Red Cross  
Country Office Vietnam  
15 Thien Quang  
Hanoi  
Mail: [grc.vietnam.phuong@gmail.com](mailto:grc.vietnam.phuong@gmail.com)*

Please note that only applications which are submitted in English shall be considered. While German Red Cross appreciates all responses, only candidate under consideration shall be contacted.