



Center for Sustainable Rural Development  
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## JOB OPPORTUNITY

### *Provincial Livelihood Officer*

The Centre for Sustainable Rural Development (SRD), a Vietnamese non-government organization (VNGO), is committed to empower disadvantaged communities in rural and mountainous areas to adapt to changing environments, and to manage sustainably livelihood systems in an equal and compassionate society.

Founded in 2006, SRD has conducted nearly 50 projects with the main focus on sustainable agriculture, rural livelihoods, climate change, local governance and pro-poor policy advocacy. SRD is a founding member and the chair of major local networks including the VNGO&CC, VNGO-FLEGT and an active member of many other local/regional networks and policy forums.

With the cooperation of Winrock International (WI), the Netherlands Development Organization (SNV), the American Red Cross (ARC) and Vietnam Red Cross (VNRC), SRD is implementing the project "Vietnam Forests and Deltas (VFD)", funded by USAID. VFD is a technical support program for local communities and the Vietnamese Government to respond to long-term climate change challenges and opportunities.

Currently SRD is looking to appoint a suitably qualified Vietnamese candidate to fill the position of *Provincial Livelihood Officer*, working on the Adaptation Component of the VFD project in Nam Dinh.

Working under direct management of SRD's Line Manager and closely with other staff from VFD's Adaptation Component, in particular the Provincial Adaptation Coordinator (PAC), the Provincial Livelihood Officer will be responsible for facilitating a program of local-level activities on adaptive livelihood improvement, focusing on communication, capacity building and scaling up of good practices.

Under the overall technical guidance and with support from SRD's Climate Change Manager and VFD's Climate Smart Agriculture Senior Advisor, the Provincial Livelihood Officer will facilitate and coordinate local partners to ensure that activities are delivered to high quality technical standards and implemented in a timely and effective manner.

The Provincial Livelihood Officer will liaise frequently with PAC to ensure coordination of activities and harmonious implementation.

The successful applicant will be based in Nam Dinh province. Extensive travel to sites within the province is expected, in addition to occasional trips to Hanoi and elsewhere in Vietnam.

While the initial contract is full-time for the duration of one year, a contract extension is possible and will be based on performance. The Vietnam Forests and Deltas program is expected to operate until September 2017.

#### Overall responsibilities

1. Coordinate the implementation of provincially based activities related to livelihoods according to the agreed program framework and budget and in consultation with the Line Manager, PAC and other members of the VFD team;
2. Provide technical expertise on grassroots engagement, and work with people at the commune level on livelihood models associated with the System of Rice Intensification (SRI), alternate wet and dry cultivation, and small-scale aquaculture;
3. Provide specialist skills in the following fields: adaptive livelihoods, climate change, rural development and community development;
4. Facilitate commune-based activities and support the work of local partners in project implementation;
5. Take an active role in capacity building of local partners and of people in the communes and in the training of trainers;
6. Support the vulnerability capacity assessment (VCA) process conducted by the Vietnam Red Cross under the program. It is expected that, working in cooperation with the PAC, the Provincial Livelihood Officer, will support the selection, design and implementation of specific livelihood activities, which originate from the VCA process;
7. Document methods, good practices, experiences and results from the communes and partners and provide inputs on project information and documentation (including human interest stories, photos, articles, etc.) to SRD's Communications Department and to the VFD program;
8. Prepare quarterly, midterm and annual project work plans related to the livelihood activities in Nam Dinh, in consultation with the Line Manager and VFD team;
9. Produce reports on livelihood activities in Nam Dinh as per the planned project schedule (quarterly, midterm, annual and at project completion);
10. Work closely with other members of the VFD project team in monitoring and evaluation activities;
11. Perform other related work tasks as required.

#### Qualifications and competencies required

- Bachelor's degree in agriculture, environment management, social science or relevant subjects is essential; a Master's degree in a relevant subject would be a distinct advantage;
- At least five years' experience working in livelihoods, sustainable agriculture, rural development, climate change, or community development;
- Excellent communication skills in Vietnamese; English language skills would be a definite advantage;
- Experience and skills in building good working relationship with local partners;

- Experience working at the commune level and good cultural, cross-cultural knowledge and interpersonal skills;
- Good facilitation skills and experience in participatory approaches and community empowerment;
- Good reporting skills;
- Ability to work independently under minimum supervision as well as in a team;
- Good computer skills, especially using Microsoft Office Suite, including Excel, Word and PowerPoint;
- Experience in a similar position, previous experience of working for a non-government organization (I/LNGO) will be an advantage.

#### Remuneration

Net income ranges from US\$700 - 1,000/month per month depending on qualifications and competitiveness.

#### Submission of applications

Qualified candidates may submit their application, including a Cover Letter stating why you are suitable for this position together with CV, copies (notarization not required) of relevant degree in Vietnamese or English by 15<sup>th</sup> October, 2013 by email to:

SRD Centre for Sustainable Rural Development (SRD) - No.56, Lane 19/9, Kim Dong Str., Hanoi.

Or:

Email to SRD's Human Resources Division via: [recruitment@srd.org.vn](mailto:recruitment@srd.org.vn).

Only those candidates that are short-listed for an interview will be notified. Applications will not be returned.

For more information, please visit SRD's website at [www.srd.org.vn](http://www.srd.org.vn).