



JOB DESCRIPTION

Title:	Senior Project Officer
Location:	Vietnam Red Cross National Headquarters, Hanoi; with frequent travel to Ha Tinh City, Tam Ky and Quang Ngai City (~ 50% travel required)
Duration:	1 year, with possible extension
Supervisor:	Director of the Vietnam Red Cross Urban Resilience Project Management Unit (PMU)
Technical adviser:	Senior Delegate, Disaster Risk Reduction & Climate Change Adaptation, American Red Cross

Summary

The Vietnam Red Cross (VNRC) seeks an experienced and enthusiastic Senior Project Officer to provide technical assistance, support and coordination to VNRC NHQ and provincial chapter offices, to implement a new urban resilience project. This initiative, starting in November 2013, is focused on community-based disaster risk reduction (DRR) and climate change adaptation (CCA) activities in selected wards of four cities: Hanoi, Ha Tinh City, Tam Ky and Quang Ngai City.

The VNRC National Headquarters and American Red Cross (ARC) staff in Hanoi will provide support to the Senior Project Officer, who will work closely with the VNRC chapters in each locality and coordinate with the municipal authorities in the development of the overall project of urban resilience, planning and overseeing urban level activities. The primary function of this position will be to organize, manage and inspire local level authorities and Red Cross staff to ensure high quality technical standards and timeliness of implementation. At the local level, implementation will be by undertaken the VNRC in cooperation with local municipal authorities and relevant departments and several L/NGOs.

The Senior Project Officer will be a VNRC employee and a member of the VNRC urban resilience PMU, reporting directly to the Director of the VNRC Urban Resilience Project Management Unit. The ARC Senior Delegate, Disaster Risk Reduction & Climate Change Adaptation will provide technical advice and support. The Senior Project Officer position is supported with ARC funds and follows ARC's salary scale for Vietnamese Nationals.

While the initial contract is full-time for one-year duration, extensions of time, based on performance, are possible.

Primary responsibilities

In consultation with the VNRC PMU Director and ARC Senior Delegate, support the VNRC Urban Resilience PMU:

- Design and plan DRR/CCA activities in the four urban areas
- Implement urban based DRR/CCA activities according to agreed plans and budgets
- Identify capacity-building and training needs; collaborate on the design and conducting of capacity-building activities as needed, including occasional workshop facilitation. This may include skills development in specific technical areas as well as in reporting, project management, M&E, gender analysis and social inclusion issues
- Active participation, support and guidance in awareness raising activities

- Coordinate closely with VNRC, the International Federation and other Red Cross Movement partners, as well as relevant local government authorities and I/LNGOs and mass organizations (notably the Vietnam Women's Union and the Youth Union) at the provincial, municipal and ward level on DRR and CCA activities, as they pertain to the project
- Network actively with other organizations and across sectors, e.g. education, planning, health, to establish links, identify opportunities for cooperation and advocate main messages from the urban resilience project
- Represent the VNRC, as requested, for outreach and general coordination, e.g. provincial, municipal, commune level coordination meetings
- Participate in monitoring and evaluation (M&E) design, development and implementation, including preparation of questionnaires and surveying, training of provincial and municipal Red Cross, government and L/NGO staff
- Produce timely and accurate narrative reports in Vietnamese and English on project implementation, including information on current and projected progress and expenditure
- Support the provision of financial oversight and assure cost effectiveness of project activities
- Support the enhancement of volunteer skills, knowledge and engagement in project activities, through specific training and equipping , e.g. using the Program for Enhancement of Emergency Response (PEER)/Community Action for Disaster Response (CADRE)
- Proactively identify problems, develop innovative solutions and strive to maintain momentum of project activities
- Facilitate accountability, participation and ownership of the project by Red Cross, government staff and local people
- Identify opportunities and prepare descriptions of lessons learnt, good practice and success stories
- Facilitate arrangements for official visitors, host site tours for official visitors.

Qualifications

- A Bachelor's and preferably a Master's degree in natural or social sciences, development studies, urban planning or a related subject. International study and/or work experience is desirable
- Three or more years demonstrated work experience with international projects, including management, planning and implementation
- Prior development experience in the urban environment is preferred
- Red Cross work experience is desirable as is familiarity with the Red Cross mandate and the Fundamental Principles of the International Federation of Red Cross and Red Crescent Societies
- Demonstrated leadership experience, including supervising, inspiring and mentoring staff as well as being able to show initiative, think innovatively and proactively solve problems
- Proven expertise in undertaking capacity building for local partners, particularly government at provincial, municipal, district, ward or commune levels
- Experience with the development and delivery of DRR/CCA training and participatory workshops
- Experience with monitoring and evaluation (M&E)
- Ability to work both independently and with a proven record of effective teamwork across multiple organizations and stakeholders at both local and national levels
- A background or experience in gender and gender analysis to take into consideration the differing needs of men and women, would be an advantage
- Excellent communication, organizational and reporting skills in both English and Vietnamese
- Proficient in MS Office.

Applicants should send a current resume and a cover letter in English containing the name and contact details of three recent supervisors/managers as well an indication of salary expectations (net per month in USD) to amcrossvn@hotmail.com by **5pm Friday, February 28th, 2014**. **Previous applicants should not reapply**. Only qualified candidates will be contacted.