



## Senior Program Officer - DRR

*“The American Red Cross seeks to prevent and alleviate human suffering around the world by responding to disasters, building safer, more resilient communities, and educating future humanitarians. In the coming years the American Red Cross will deepen and expand its programming around the world while also working to strengthen the global Red Cross Red Crescent network, in order to deliver vital help and hope to some of the most vulnerable communities”*

### Summary

The American Red Cross (ARC) Vietnam Delegation seeks an experienced and enthusiastic Senior Program Officer to manage ARC’s DRR portfolio. The projects are based around community-based disaster risk reduction (CBDRR) activities in several provinces in Vietnam. The Senior Program Officer will contribute to the development, implementation and monitoring of all project activities, including supervision of field staff. At the local level, implementation will be undertaken by the Vietnam Red Cross Society (VNRC) in cooperation with several NGOs.

The position will be based in the ARC Vietnam Delegation office in Hanoi and will require travel to field sites in the different project provinces. The Senior Program Officer will report to the ARC’s Resilience Delegate. The contract is full-time for one-year duration, with possibility of extension, based on performance.

### Responsibilities

- In consultation with the Resilience Delegate, support program design and detailed programming of activities
- Manage implementation of CBDRR activities according to agreed plans and budgets
- Proactively identify problems, develop innovative solutions and strive to maintain momentum
- Provide financial oversight and assure cost effectiveness of program activities
- Facilitate beneficiary accountability, participation and ownership as part of program/project implementation
- Coordination, collection and consolidation of information from VNRC, IFRC, and other partners, during times of disaster and disaster response operations
- Actively network with other organizations and across sectors to establish links, identify opportunities for cooperation and advocacy
- Assist in identifying capacity building needs within the project team, both within ARC and externally with partners. Collaborate on the design and conduct capacity building activities as needed. This may include skills development in specific technical areas as well as in reporting, program management, M&E and gender issues
- Support local level implementation, including occasional workshop facilitation as well as active participation in awareness raising events
- Prepare regular reports on program implementation including information on current and projected progress and expenditure
- Liaise with implementing partners to coordinate activities and strengthen relationships
- Identify opportunities and prepare descriptions of success stories as part of overall communications
- Facilitate arrangements for official visitors, host site tours for official visitors as needed
- Conduct other tasks as assigned.



### **Qualifications**

- Bachelor's degree in a related field
- Minimum five years relevant experience including at least one year of managing staff and managing complex work programs. International work or study experience preferred
- Demonstrated working experience with international projects including work planning and implementation management
- Experience with preparing information for M&E to international standards, including design of evaluation materials, data collection and reporting
- Proven record of effective teamwork across multiple organizations and stakeholders at both local and national levels
- Proven expertise in undertaking capacity building for local partners
- Knowledge of DRR tools, training materials and activity content not essential but is preferred
- A background or experience in gender and gender analysis to take into consideration the differing needs of men and women, would be an advantage
- Ability to effectively manage complex programs and to meet or exceed target objectives
- Excellent written, verbal communication and interpersonal skills in English and fluency in Vietnamese
- Proficient in MS Office.

The American Red Cross is an Equal Opportunity/Affirmative Action Employer.

***Applicants should send a current resume and a cover letter containing the name and contact details of 3 references as well an indication of salary expectations to [amcrossvn@hotmail.com](mailto:amcrossvn@hotmail.com) by CoB July 24, 2015. Only qualified candidates will be contacted.***