

Project Component Officer

Functional Title:	Project Component Officer
Duty Station:	Ha Tinh and other places as required by NDP/PM
Duration:	Initially one-year with possible extension up to 2016 based on performance
Supervision:	The Project Component Officer will report directly to the DNP/PM and work closely with relevant UNDP officers responsible in charge of monitoring the project implementation

Background

Under the direct supervision of the National DNP/PM, the Project Component Officer will assume the day-to-day management of project activities in line with the Detailed Project Outline (DPO), Project Document, Annual Work Plans, and required standards and procedures of a Nationally Implementing Modality (NIM) project. The Project Component Officer will be recruited from the labor market and will be funded by the project.

Specific tasks and responsibilities

- Assist the DNP/PM in managing project activities.
- Fully responsible to the DNP/PM for the execution of project activities in accordance with procedures and practices specified in the HPPMG (Vietnam – UN Harmonized Programme and Project Management Guidelines) and UNDP standards and regulations.
- Prepare and update project activities in the work plans for submission to the DNP/PM, and develop procurement plan, recruitment and implementation method of project activities.
- Undertake development of terms of reference, design of intervention process and methods as well.
- Initiate and execute field/study visits, workshops and other types of interventions in achieving project outputs.
- Responsible for ensuring the gender equality is mainstreamed in all activities and that a rights perspective is used to design appropriate initiatives
- Assumes direct responsibility for managing the project budget (on behalf of the DNP/PM), to ensure:
 - Project funds are made available as needed and disbursed properly
 - Accounting records and supporting documents are kept
 - Financial reports are prepared
 - Financial operations are transparent and comply with the HPPMG and UN-EU Cost Norms
 - Records are available in order for auditing at any time.

- Coordinate with government agencies as well as social organizations to effectively implement project activities.
- Assist the NPM in managing project resources financed by UNDP.
- Prepare projects management reports and organize project tripartite reviews, monitoring and evaluation missions in coordination with the project key stakeholders.

Qualifications:

- A bachelor degree in law, public policy, state management, human resource management or related subjects.
- General knowledge of substantive matters that are addressed by the project
- Profound understanding about Public Administration reform process and human resource management in Viet Nam
- At least 5 years working experience in the project subject area
- Proven experience on project management
- Strong team work and team management skills
- Good inter-personal, networking, partnership building, team building, presentation and communication skills
- Fluent in English (reading, speaking, listening, writing)
- Familiarity with technical assistance projects and UNDP programme in Viet Nam is an asset
- Full time availability for taking the position