



JOB DESCRIPTION

CCA&DRM PROGRAM OFFICER

ORGANIZATION/ PROJECT BACKGROUND	<p>The Adventist Development and Relief Agency (ADRA) works in over 127 countries with people living in poverty and distress to create positive change and social justice through empowering partnerships and responsible action. ADRA in Vietnam is a learning organization that pursues excellence and commits its resources in response to emergencies and community-based needs through effective partnerships.</p> <p>In 1989, ADRA began operations in Vietnam with the shipment of medicines from U.S.A. through ADRA Indochina, the former regional office based in Bangkok, Thailand. ADRA in Vietnam's office has been located in Hanoi since 1993 and in the last two decades, the organization has implemented more than 190 projects in over 50 of provinces in Vietnam. Current projects of ADRA in Vietnam are in HIV/AIDS, sexual and reproductive health education and counseling for adolescents and ethnic minorities; support for people with visual impairment and their families; livelihood development and sustainability, climate change adaptation and mitigation, and disaster risk management. Our project sites include Cao Bang, Hanoi, HCMC, Tay Ninh, Can Tho and Vinh Long.</p>
DEPARTMENT	Programs
POSITION TITLE	CCA&DRM Program Officer
LOCATION	Base in Can Tho city with frequent travel to Vinh Long, Hanoi and other provinces (20% of time)
LENGTH OF CONTRACT	18 months with possible extension depending on the availability of the projects
REPORTS TO/ SUPERVISED BY	Programs Director
SUPERVISES	N/A
HOURS OF WORK	At least 38 hours/ week Mondays to Fridays
BENEFITS/ INSURANCE	<p>According to Vietnam Labor Code and ADRA's labor Regulation</p> <ul style="list-style-type: none"> • Contracted salary/month: stated in the labor contract • Health insurance through AonCare <ul style="list-style-type: none"> ○ In-patient medical coverage ○ Out-patient medical coverage including dental care ○ Personal accident insurance coverage • Vietnam Social, Health and Unemployment Insurance • Leaves: Annual leave – 15 days; and other leaves stipulated in the ADRA's Labor Regulation • Career development opportunity: upon to the need of the projects and budget availability

TERMINATION	30 Working Days Notice Required
JOB OVERVIEW / GENERAL DESCRIPTION	<p>This position works under the supervision of ADRA Vietnam Programs Director and is responsible for the technical inputs and training delivery of all ADRA in Vietnam's projects in disaster risk management with focus on disability inclusion.</p> <p>This position will be based in Can Tho workstation and travel to project sites and main office in Hanoi regularly.</p> <p>Participation in the Implementation of 03 Projects:</p> <p>Capacity building for Climate Change Adaptation and Disaster Risk Management Project (CADIM) and Enhance Community Capacity in CBDRM Planning and Implementation With Focus on Disability, Gender and Children (BRICK II) in Thoi An Dong and Long Tuyen Ward, Binh Thuy districts, Can Tho city and Livelihood Improvement for Building Resilient Communities (LIBRE) in Tra On and Vung Liem Districts, Vinh Long Province.</p>
JOB DUTIES/ RESPONSIBILITIES	<p>Main duty 1: Programs tasks</p> <ol style="list-style-type: none"> 1. Directly provide Capacity Building in CCA and DRM for both project and local staffs with focus on disability inclusion. 2. Provide trainings on planning, communication skills for both project and local staffs 3. Design training IEC materials for project training and awareness raising. 4. Project training reporting 5. Directly carry out the need survey and assessment wherever capable 6. Provide supports to Project management with technical inputs for planning, implementation and M&E of project activities 7. Assure proper project documentation/database and data collection of the Project activity for leaning and sharing. <p>Main duty 2: CCA and DRM Networking</p> <ol style="list-style-type: none"> 1. Establish and maintain good working relationships with all project participants and key stakeholders at all levels in the areas 2. Support external missions, cooperation with other organizations in ways that foster transparent and open learning discussions. 3. Represent project at key conferences, meetings, and workshops pertaining to the projects. 4. Support donors in their monitoring trip to the projects <p>Main duty 3: Other duties</p> <ol style="list-style-type: none"> 1. Assist the Project Officer of the Can Tho Workstation in assuring proper use of budget and financial reporting 2. Actively participate and represent ADRA Vietnam in relevant networking 3. Fulfill any other relevant tasks as requested by the Programs Director
MEASURABILITY / EXPECTED OUTCOMES	<p>Success will be demonstrated by:</p> <ol style="list-style-type: none"> 1. Training is provided to staff and local stakeholders 2. Training and IEC materials are designed, development, field-tested and used

	<p>according to the project goals and needs</p> <ol style="list-style-type: none"> 3. Internal and external research work is done properly and accepted by donors 4. Annual project work plans and master work plans are developed and implemented 5. M & E system of each project/ program is in place and applied 6. Projects are documented through a database of data and literature 7. Networks and contacts with national, provincial and district authorities or other partners are maintained
<p>REQUIRED COMPETENCIES</p>	<p>Knowledge:</p> <ul style="list-style-type: none"> • Bachelor or Master Degree in relevant fields. Experience in working on DRM, agricultural and Climate Change projects is preferable. • Strong knowledge on planning, communication and IEC. • Understanding of international and community development is preferable.
	<p>Skills</p> <ul style="list-style-type: none"> • Fluency in spoken and written English • Strong training skills • Able to work under high pressure • Result-oriented and time management skills • Strong analysis and report writing skills • Ability to system quality set-up, maintenance and quality assurance • Ability to work at strategic and detail levels • Strong communication skills and ability to work independently and in a team • Computer literacy: expert level capacity with common office software packages, email, and the Internet; experience with SPSS data analysis; IT experience, such as network troubleshooting and computer maintenance.
	<p>Experiences</p> <ul style="list-style-type: none"> • At least 5 years in project/program management, • Report writing and editing • Working experience in the livelihood improvement and/or climate change is an advantage • Working experience with ethnic minority groups in Vietnam
	<p>Attitudes</p> <ul style="list-style-type: none"> • High commitment to devolvement sector • Willingness to travel to and work at various project sites in Vietnam • Respect ADRA's missions, values and beliefs. Compliance with ADRA Vietnam's policies and manuals.

Employee: _____

Supervisor: _____

Date:

Date: