



## JOB DESCRIPTION

### Terms of reference for CONEMUND Field Based Officer

CONEMUND is an International NGO headquartered in Madrid (Spain) and working in 9 countries around the world. CONEMUND was born in 1997 to promote solidarity and contribute to reduce poverty in the most disadvantaged communities of the developing countries. Nowadays our efforts are focused on supporting the development of low-income countries of Africa and Asia.

At the present time, all our efforts are focused on the following areas:

- Giving response to the basic needs of the communities, especially concerning literacy, basic education and the protection of children.
- Increasing the economic capacity of poor households (especially women and young people), through training programmes and labour insertion.
- Strengthening our institutional structure, providing a special attention to the training of those persons working in the local organizations we collaborate with.

In Vietnam, CONEMUND has representative office in Vietnam since 2011 and it developed 2 projects in 3 provinces of the country working with rural communities increasing the economic capacity and promoting gender.

CONEMUND is looking for a qualified candidate to fill the position of **Field Based Officer** with expertise in **agricultural development** to coordinate in the field a new project "Improving living conditions through sustainable agriculture for poor rural families in Phu Yen District (Son La)."

#### **1. Functional Title: Field Based Officer**

**2. Status:** Full Time (salary according regulation of organization and donor)  
Field trip expenses to the commune paid by the organization.

#### **3. Organizational Relationship:**

**Reporting to:** CONEMUND Project Officer and CONEMUND Representative in Vietnam (Project coordinator)

**Coordinating:** Projects Management Unit (CONEMUND Headquarter)

**4. Location:** work in CONEMUND office established in **Phu Yen district (Son La Province) with frequent trips to Muong Thai commune (at least 15 working days per month).**

#### **5. Duties and Responsibilities:**

##### ***Project implementation***

- Organize and lead the implementation of the CONEMUND Project in collaboration with CONEMUND Project Officer and CONEMUND coordinator.
- Coordinate CONEMUND local staff (members of Village Development Committees, local authorities) with CONEMUND Project Officer and CONEMUND Representative.
- Reporting: Reporting activities sending a report per week to CONEMUND staff in Hanoi.
- Update initial database of the households in the selected 5 villages, collecting information in the field. Follow up CONEMUND Monitoring & Evaluation system supported by CONEMUND Project Officer and CONEMUND Representative in Vietnam.



- Attend villagers' comments, updated information to CONEMUND team, update activities, etc.
- Prepare monthly work plans.
- Project Cycle Management: Implementing activities, counting with the resources and the partners (human, material, financial services). Ensure that all the steps of the project are agreed with local authorities, partners and all other stakeholders.
- To conduct training sessions in order to strength the capacity and skills of local partners for project implementation
- To coordinate and lead the technical assistance provided by external consultants to villagers.
- Ensure the quality of the processes and methodology and address capacity building needs of assigned staff in the Project.
- Administration/Finance/Logistic: Support the supervision and control of expenses related with the activities of the project together with CONEMUND Project Officer and CONEMUND Representative and CONEMUND accountant.
- Develop new proposals for international donor: participation in identification process, design of the proposal (stakeholder analysis, PRA exercises, etc.)
- Assist with post-activity monitoring to ensure that correct targeting of beneficiaries has been carried out and reconcile the results with those issued by the local partners.

**6. EDUCATION** Academic background in agriculture or equivalent.

### **7. EXPERIENCE**

At least **2 years of experience in project implementation and management**, planning, networking, coordinating, monitoring and evaluation. Demonstrated experience on rural livelihoods, including income generation, rural development, micro-credit, etc.

Valuable field experience in the province and district. Valuable knowledge of ethnic minority languages (H' Mong and Dao).

### **8. SKILLS AND HABILITIES**

Languages: Excellent command of written and spoken Vietnamese and high level of English.

Other skills and qualities:

- Competence in MS Windows programs (Word and Excel)
- Interest in community development work
- Open-minded attitude to working with people in the rural areas
- Willingness to travel
- Ability to work in team and independently
- Sense of initiative and responsibility
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If the candidate must be based in Phu Yen District (Son La) and she/he must be able to have daily fieldtrips (100% working time on average) to project sites (Commune level).

**SELECTION** Interested candidates are encouraged to send via email an application letter and CV in English together with a recent picture and cover letter before **19th September 2014** to the following email addresses: [conemund@conemund.org](mailto:conemund@conemund.org) and [ines.ramos@conemund.org](mailto:ines.ramos@conemund.org). Please indicate in the mail subject "PFB CONEMUND".  
Start day for the position: **29<sup>th</sup> September 2014**