



Job Description

Position:	Project Officer - PO
Department/Project/Region	HD Programme / Capacity Development / Vietnam
Last revised:	05/09/2014
Project number:	24340610
Immediate Superior:	Project Manager
Shall report to:	Project Manager
Function prerequisite:	
<p>General responsibilities</p> <ul style="list-style-type: none">• Support the Project Manager (PM) to develop and implement NPA's Humanitarian Disarmament (HD) Capacity Development project in Vietnam, including the implementation of activities under the project concerned in accordance with NPA principles, policies and strategies.• To provide the PM with a contextual analysis of the national mine action program, its status, space for contribution from NPA and engage the authorities towards that engagement.• To coordinate correspondence between the Vietnamese national authorities and NPA Vietnam.• Provide ongoing support to project partner organizations to implement activities under the project. <p>Specific duties</p> <ul style="list-style-type: none">• Collect and analyse information relating to the progress, structure, status and space for NPA to contribute into the national mine action programme and provide input to the PM for the design and development of the NPA Vietnam programme strategy, policy and activities,• Follow the establishment of the VNMAC and liaise with authorities for assistance and contributions from NPA into its development,• In coordination with PM to network and liaise with relevant organisations to support coordination and development of Mine action in Vietnam, both at the national and provincial (Quang Tri Namely) levels,• Conduct proposal assessment from existing or potential partners and present PM the proposals with professional comments for approval• Together with PM review and develop the scope and progress of the projects, including the preparation of a phase out plan,• Assist the PM to implement plans under the project, including but not limited to the organisation of workshops, events, conferences and training,• Provide translation and interpretation, specifically Mine Action focused content,• Assist the Administration Department on booking travel arrangements, visas, event localities, etc.,• Perform other tasks and duties that may be assigned or delegated by PM.	

Skills – Experience – Qualification

This position requires a Bachelor at a minimum in social science and/or development with at least 2-3 year experience at junior management level (at a minimum) as well as good operational understanding. Excellent communications and diplomacy skills are required as is a proven track record of constructive stakeholder dialogue. Experience and skills would encompass the following:

- Understanding of technical mine action and/or EOD background is an asset.
- A realistic and objective approach to new technologies and methodologies
- Excellent cooperating ability (national and international personnel) as well as ability to work in difficult and complex conditions when necessary
- Relevant higher education or equivalent qualifications (result focused mine action NGO or military qualifications)
- Experience from implementing projects (project planning, implementation, follow up and reporting, writing project proposals, budgeting and fundraising) is an asset.
- Education and/ or experience in logistics and administration are an asset.
- Experience in coordinating with or developing national capacities is an asset.
- Excellent communication and interpersonal skills with the ability to meet deadlines and work calmly under pressure and limited supervision.
- Ability to work in and adapt to difficult and complex cultures and conditions.
- Experience in working with internationals.
- Good knowledge in computer handling and data acquisition.
- Written and verbal proficiency in English is essential.

Additional Considerations:

- Ability to travel extensively.
- Constant drive for improvement as a character is essential.
- Openness for the development of new technics and methodologies.