

JOB DESCRIPTION

Position	Field Program Officer
Program	Eye Health
Organization	Helen Keller International
Report to	Eye Health Senior Program Officer
Cooperate with	Finance/Administrative Manager, Officer and Assistant.
Location	Hanoi
Contract	Fixed term (01 year with possible extension, two months' probation)
Period	March 2015 – February 2016

ORGANIZATION AND PROGRAM DESCRIPTION:

Helen Keller International (HKI) is an international non-governmental organization. Its mission is to save the sight and lives of the most vulnerable and disadvantaged by combating the causes and consequences of blindness and malnutrition. We do this by establishing programs based on evidence and research in eye health and nutrition. In Vietnam, we are currently seeking a Program Officer to monitor our Eye Health program activities carried out in Nam Dinh province and Ha Noi (Quoc Oai, Phuc Tho, Son Tay and Ba Vi Districts).

JOB SUMMARY:

The Program Officer will be required to monitor all program activities in coordination with eye health team and report to Senior Program Officer and Country Director. In collaboration with all stakeholders and partners, the Program Officer will be involved in all meetings and present at events related to Eye Health as appropriate. This position will be required to develop survey tools, collect, and analyze data, and conduct regular M&E visits to the fields and provide recommendations needed to improve the Eye Health program.

KEY RESPONSIBILITIES

- Help manage and supervise the implementation of the Eye Health program in Nam Dinh, Ha Noi in collaboration with local partners;
- Develop and strengthen partnerships with local partners and key stakeholders, maintaining relationships with relevant authorities;
- Develop, collect and analyze Baseline/End-line surveys, Quality of Life Surveys, and Pre/Post Test for trainings;
- Assist in the design of monitoring and evaluation protocol;
- Improve and distribute Eye Health communication materials;
- Monitor and track the progress of Eye Health program, ensuring activities are carried out in appropriate timely manner;
- Assist local partners through participating in training program of teachers and community health workers;

- Generate monthly reports consisting of observations and documentation of work in the field while making recommendations to improve the program ;
- Work with partners to ensure screening, refraction and provision of eye glasses is organized and conducted for all students in project schools and is coordinated with all sectors;
- Monitor and prepare financial project reports;
- Report to Senior Program Officer and Country Director;

Duty Station: 01 year with possible extension; 2 month probationary period

Duty location: Based in Hanoi, with regular travel to project sites (60%).

REQUIREMENTS:

- Vietnamese citizen;
- At least 3 years working experience
- Proficiency in Microsoft Office (Word, Excel, Powerpoint);
- Proficiency in statistical software (Epi info, SPSS, STATA, etc...) is preferred;
- University degree (degree in public health is an advantage);
- Working experience in development sector, especially NGOs and community groups;
- Strong background knowledge of eye health in Vietnam is preferred;
- Previous working experiences in health and education is preferred;
- Has skills in project management, presentation and communication;
- Knowledge in development and management of monitoring & evaluation plans;
- Understanding of and sensitivity to poverty-related development and gender issues;
- Good knowledge of spoken and written Vietnamese and English;
- Ability to work in a team environment without direct formal hierarchy;
- Demonstrates flexibility, adaptability and initiative;
- Motivated team player who can manage his/her own project and provide support to team;
- Agree with HKI's mission and want to contribute to improving eye health in Vietnam.

HKI offers competitive salary and fringe benefits. Women are encouraged to apply.

Please send Application Letter & CV to nlien@hki.org, dlam@hki.org and pngoc@hki.org. Application will not be returned.

Only short-listed candidates will be contacted for interview.

The deadline for applications is 06 February 2015.

Expected starting date: As soon as possible.