

**Job title:** Programme Officer

**Effective date:** 1<sup>st</sup> June 2015

**Department:** Programme

**Location:** Hanoi office with travels to the fields

**Reports to:** Programme Manager

**Type of contract:** Two year Fixed term (Renewable)

**Staff directly supervised:** Programme Support Officer

**JD consulted with:** Office Manager

1. WORKING CONTEXT	
<p>Founded in Vietnam in 2011 with head office in Hanoi, RED Communication is an organization working with the mission to promote changes in Media Environment and Communication capacity of NGOs and CSOs through identifying problems and offering solutions and communication innovations in order to tackle the problems.</p> <p>RED Communication's main activities include:</p> <ol style="list-style-type: none"> <li>1. Research and application solutions and innovation in development communication.</li> <li>2. Communication capacity development through advisory and training services.</li> <li>3. Popularizing knowledge, legal practices and communication relating to development issues.</li> <li>4. Linking communication with development.</li> </ol>	
2. JOB PURPOSE SUMMARY	
<p>Provides all necessary supports to the development and implementation of RED's programme and projects.</p>	
3. AUTHORITY	
<p>Has the authority to propose a change/adjustment less than 10 percent of a project objective's activity budget, without changing of the total approved budget.</p>	
4. KEY WORKING RELATIONSHIPS	
Internal	External
<p>PM, OM, POs, Programme Support Officer, and all RED staff.</p>	<p>RED's Donors, Partners, Governmental Officials, INGOs, Communities</p>
5. MAIN AREAS OF RESPONSIBILITY	
Key responsibilities / accountabilities	Key performance indicators
<p>1. Supports in programme/project design and implementation</p>	<ul style="list-style-type: none"> <li>▪ Innovative ideas for new program/project design, basing on local context &amp; RED's organization strategy are detected, identified and shaped into concrete actions/programmes</li> <li>▪ Detailed programme/project activities are jointly designed/developed,</li> </ul>

	<p>timely and adequately guided in implementation</p> <ul style="list-style-type: none"> <li>Resources (Finance and personnel) are well coordinated to effectively support programme implementation</li> </ul>
2. Carries out programme/project monitoring and evaluation	<ul style="list-style-type: none"> <li>TORs for programme midterm and final reviews are developed in collaboration with M&amp;E Officer, &amp; related functions.</li> <li>Regular monitoring and evaluation is conducted to ensure partners implement activities as planned</li> <li>Programme review activities are well coordinated and the recommendations are followed up</li> <li>Monthly expenditure variance analysis is well prepared and timely submitted to Finance Department</li> <li>Regular field trips be conducted (as requested by line manager)</li> </ul>
3. Delivers supports, capacity building and institutional development to local partners	<ul style="list-style-type: none"> <li>Needs and opportunities for training and capacity building for partners are identified</li> <li>Regular technical supports and on-the-job coaching are provided to partners</li> <li>Trainings, workshops are introduced/coordinated to improve partners' programme knowledge, technical skills, and management capacity</li> <li>Partners receive sufficient supports in establishing organisational systems, mechanisms and procedures</li> <li>Partners are capable in planning, implementing and managing programme activities independently</li> </ul>
4. Establishes, develops and manages partnership	<ul style="list-style-type: none"> <li>Potential partners are identified, evaluated and recommended to RED</li> <li>Communication with all stakeholders is maintained regularly</li> <li>Relationships with the local governmental officials, local authorities and other influential stakeholders are established and maintained to support programme activities</li> <li>Networks of local organisations are developed to provide technical support to programme activities</li> </ul>
5. Compiles reports	<ul style="list-style-type: none"> <li>Quality monthly report is sent on time to Programme Manager</li> <li>Six-month and yearly reports to VUSTA is well compiled and timely submitted</li> <li>Appropriate and updated inputs for donors' reports are synthesised and timely delivered to related functions, based on agreed format and level of details</li> </ul>
6. Involves in fundraising and donor servicing activities	<ul style="list-style-type: none"> <li>Strategic and operational inputs to concept notes formulation, proposal development as assigned are well and timely performed.</li> <li>Logistics for donors' field visits are well arranged, and donors are provided with sufficient supports</li> </ul>
7. Integrates gender mainstreaming and sensitisation into all RED's activities and programmes	<ul style="list-style-type: none"> <li>Gender is sensitised and mainstreamed in all aspects of the programmes/projects implemented in RED</li> </ul>
8. Other	<ul style="list-style-type: none"> <li>Other tasks as assigned by Line Manager are well performed</li> </ul>
<b>6. QUALIFICATIONS REQUIRED</b>	
<b>Education</b> <ul style="list-style-type: none"> <li>University degree on political &amp; social science, economic or development studies</li> </ul>	<b>Work experience</b> <ul style="list-style-type: none"> <li>At least 3 years relevant working experience</li> <li>NGO working experience is preferable</li> </ul>
<b>Technical knowledge/skills</b>	

<ul style="list-style-type: none"> <li>▪ Excellent negotiation, facilitation and presentation skills</li> <li>▪ Knowledge of local level issues</li> <li>▪ Expertise on participatory monitoring &amp; evaluation tools and techniques</li> <li>▪ Proven report writing skills, monitoring skills</li> </ul>	
<b>Language</b> <ul style="list-style-type: none"> <li>▪ Excellent English &amp; Vietnamese language</li> </ul>	
<b>Attitude</b> <ul style="list-style-type: none"> <li>▪ Sociable, responsive, committed</li> <li>▪ Teamwork</li> <li>▪ Accountable</li> </ul>	<b>Adherence to:</b> <ul style="list-style-type: none"> <li>▪ Human rights-based approach</li> <li>▪ Poverty and injustice eradication</li> <li>▪ Gender equality</li> </ul>

**Approve & Sign**

Direc Supervisor \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Verify**

Program Manager \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Manager \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_