



CENTER FOR RESEARCH ON DEVELOPMENT COMMUNICATION

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Job advertisement for Programme Officer at RED

About RED

Red Communication is a Vietnamese development organisation whose work 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.

RED Communication's main activities include:

1. Research and application solutions and innovation in development communication.
2. Communication capacity development through advisory and training services.
3. Popularizing knowledge, legal practices and communication relating to development issues.
4. Linking communication with development.

Vacancy

RED Communication (RED) is seeking to recruit a well-qualified and experienced Vietnamese individual for the following position:

- **01 Programme Officer** based in Hanoi Office
- **Contract details:** Fixed term contract

Details of job description and selection requirements of this position is posted at www.ngocentre.org.vn; <http://red.org.vn>

Starting date: As soon as possible

Main Responsibilities

1. Supports in programme/project design and implementation
 - Innovative ideas for new program/project design, basing on local context & RED's organization strategy are detected, identified and shaped into concrete actions/programmes
 - Detailed programme/project activities are jointly designed/developed, timely and adequately guided in implementation
 - Resources (Finance and personnel) are well coordinated to effectively support programme implementation
2. Carries out programme/project monitoring and evaluation
 - TORs for programme midterm and final reviews are developed in collaboration with M&E Officer, & related functions.
 - Regular monitoring and evaluation is conducted to ensure partners implement activities as planned

- Programme review activities are well coordinated and the recommendations are followed up
 - Monthly expenditure variance analysis is well prepared and timely submitted to Finance Department
 - Regular field trips be conducted (as requested by line manager)
3. Delivers supports, capacity building and institutional development to local partners
 - Needs and opportunities for training and capacity building for partners are identified
 - Regular technical supports and on-the-job coaching are provided to partners
 - Trainings, workshops are introduced/coordinated to improve partners' programme knowledge, technical skills, and management capacity
 - Partners receive sufficient supports in establishing organizational systems, mechanisms and procedures
 - Partners are capable in planning, implementing and managing programme activities independently
 4. Establishes, develops and manages partnership
 - Potential partners are identified, evaluated and recommended to RED
 - Communication with all stakeholders is maintained regularly
 - Relationships with the local governmental officials, local authorities and other influential stakeholders are established and maintained to support programme activities.
 - Networks of local organizations are developed to provide technical support to programme activities
 5. Compiles reports
 - Quality monthly report is sent on time to Program Manager
 - Six-month and yearly reports to VUSTA is well compiled and timely submitted
 - Appropriate and updated inputs for donors' reports are synthesized and timely delivered to related functions, based on agreed format and level of details
 6. Involves in fundraising and donor servicing activities
 - Strategic and operational inputs to concept notes formulation, proposal development as assigned are well and timely performed.
 - Logistics for donors' field visits are well arranged, and donors are provided with sufficient supports
 7. Integrates gender mainstreaming and sensitization into all RED's activities and programmes
 - Gender is sensitized and mainstreamed in all aspects of the programmes/projects implemented in RED
 8. Other tasks as assigned by Line Manager are well performed

Skills and requirements

- University degree on political & social science, economic or development studies
- At least 3 years relevant working experience. NGO working experience is preferable
- Language skills: Excellent English & Vietnamese language
- Excellent negotiation, facilitation and presentation skills
- Knowledge of local level issues
- Expertise on participatory monitoring & evaluation tools and techniques

- Proven report writing skills, monitoring skills

Benefits and Terms

- Dynamic work environment
- Challenging job in a dynamic and supportive team
- Full benefits and long term contract provided
- Salary based on performance and experience

HOW TO APPLY?

Written application in English, stating why you are suitable for the post, together with full curriculum vitae, certified copies of available degrees should be sent by **30th May 2015** to:

RED Communication,
Attn.: Human Resources Department (HR),
48B Trang Thi Street
Hoan Kiem District, Hanoi
E-mail: tuyendung@red.org.vn & phamhuyen@red.org.vn
Subject: Programme Officer at RED – 2015

Only short-listed candidates will be contacted. Applications will not be returned.

RED is an equal opportunity employer.