

JOB DESCRIPTION – AFAP Vietnam



Job title: Program Officer

Effective date: October 2015

Reports to: Program Manager

Location: Hanoi office with travels to the field

1. WORKING CONTEXT

AFAP is an independent, community based, fully accredited Australian NGO. For over 40 years, AFAP has successfully worked with local partners to implement cost-effective development programs in 20 countries across Africa, Asia and the Pacific.

AFAP Vietnam has been working with poor communities in 9 provinces across the country since 1989 and became registered in Vietnam in 1996. Our programme focuses on improving health, income generation, good governance, social monitoring, food security and resilience to the effects of climate change. AFAP has developed a solid reputation as a principled, innovative, and pioneering NGO working with a wide spectrum of stakeholders ranging from policy makers and local authorities to civil society organisations (CSOs) and vulnerable communities.

2. JOB PURPOSE SUMMARY

Manage program in the assigned areas and provide technical assistance local partners to ensure timely and effective project implementation, reporting, donor liaison and activity planning.

3. AUTHORITY

The position has autonomy to make decisions related to all assigned activities within the areas of assigned responsibility.

The position is expected to work closely with other team members and request support from other staff to ensure activities are implemented effectively and to a high standard.

4. KEY WORKING RELATIONSHIPS

Internal

Program Manager, Governance Program Officer, Inclusive Business Program Officer, Program Support Officer and other staff in AFAP

External

Communities, AFAP's partners and international staff, Government Officials, Institution/Universities, Donors, International and Vietnamese NGOs

5. MAIN AREAS OF RESPONSIBILITY

Key responsibilities

1. *Program Management and Implementation*

Key performance indicators

- Be a representative person for AFAP Vietnam in the assigned areas;
- Project development and administration, ensuring donor contractual commitments are met;
- Participate in the development and review of all project documents;

	<ul style="list-style-type: none"> ▪ Prepare Terms of Reference for consultants and manage consultant engagement; ▪ Work with project partners in the development of work plans that are consistent with the project's objectives; ▪ Identify and help address issues and problems that may jeopardise outputs, including risk management analysis; ▪ Organise and assist in the implementation of technical training workshops for district, commune, and village level partners; ▪ Organise and participate in project mobilisation and planning meetings; ▪ Facilitate active involvement of partners in all stages of the project.
<p>2. <i>Monitoring and Evaluation</i></p>	<ul style="list-style-type: none"> ▪ Establish and manage project monitoring and evaluation systems; ▪ Develop appropriate monitoring systems and work with local partners to collect information on project indicators on a monthly basis; ▪ Collect and synthesise monitoring data on a monthly basis to support project evaluation; ▪ Assist in evaluating implementation processes, effectiveness and impact for all projects; ▪ Organise review and evaluation meetings and present information and results at key meetings.
<p>3. <i>Reporting</i></p>	<ul style="list-style-type: none"> ▪ Prepare project reports required by donors and other agencies; ▪ Report monthly or quarterly on the progress of project activities depending on size/ scale of project; ▪ Complete field trip reports; ▪ Provide templates to partners to complete activity reports and quarterly reports; ▪ Provide guidance to partners on developing reports to meet AFAP requirements.
<p>4. <i>Communication and Fund Raising</i></p>	<ul style="list-style-type: none"> ▪ Represent AFAP Vietnam at approved professional forums, meetings and/or conferences; ▪ Promote the work of AFAP through the presentation of professional reports, articles and papers for publication (as appropriate); ▪ Identify donor opportunities for program development in collaboration with partners; ▪ Assist Program Manager in implementation of other programs;

	<ul style="list-style-type: none"> Develop concept papers and proposals that comply with Vietnam Government priorities and AFAP Vietnam's programming priorities and strategic directions (needs assessments, proposal development, proposal submission).
5. <i>Networking and Advocacy</i>	<ul style="list-style-type: none"> Attend conferences and seminars in Vietnam or internationally; Attend network meetings in Hanoi; Contribute to advocacy and public awareness events/campaigns.
6. QUALIFICATIONS REQUIRED	
<p>Education</p> <ul style="list-style-type: none"> Bachelor's degree in a relevant subject (development studies, rural development, economics, public policy). Master degree is preferable 	<p>Work experience</p> <ul style="list-style-type: none"> At least 5 years of NGO administrative and project management experience Experience working in rural development, sustainable livelihood, climate change adaptation, not-for-profit business model in which a social mission is prioritised
<p>Technical knowledge/skills</p> <ul style="list-style-type: none"> Knowledge of, and interest in climate change adaptation, sustainable livelihood, market based approaches, governance, social policies and issues related to poverty reduction Expertise on participatory planning and research methodologies Track record in project proposal writing including budgets and logframes Report writing skills Excellent interpersonal and communication skills Ability to work effectively within a team and to supervise/coach staff Willingness to travel to project sites on a regular basis Flexibility including a willingness to learn and adapt to new situations Good computer skills (Word, Excel, Power Point) Ability to use data analysis software 	
<p>Language</p> <ul style="list-style-type: none"> Fluent English and Vietnamese, both spoken and written 	
<p>Attitude</p> <ul style="list-style-type: none"> Independent, friendly and helpful <p>Adherence to:</p> <ul style="list-style-type: none"> Poverty and injustice eradication Gender equality 	

Approved & Signed

(Line Manager)

Date:

Agreed & Signed

(Employee)

Date: