



Temporary Program Officer, HIV Prevention, Care and Support

Summary:

The American Red Cross (ARC) Vietnam Delegation seeks an experienced and enthusiastic Program Officer to assist in the management of an HIV Prevention, Care and Support project implemented by the Vietnam Red Cross with technical and financial support from the American Red Cross. The project, in its seventh year of implementation, targets PLHIV, their partners and families, and high-risk groups, such as sex workers (SWs), men who have sex with men (MSM), people who inject drugs (PWID), migrant workers and youth in Hanoi, Hai Phong, Thai Nguyen and Son La. The Program Officer will be based in Hanoi with frequent travel within Vietnam. This is a full-time, consultancy contract for a 6 month period.

Title: Temporary Program Officer, HIV Prevention, Care and Support
Location: Hanoi
Contract duration: 6 months
Reports to: Senior Program Officer
Expected start date: 1st October 2015

Responsibilities:

- Provide technical support to the Vietnam Red Cross (VNRC) and other key partners.
- Assure program quality and timely achievement of program deliverables.
- Conduct frequent monitoring visits in support of program activities.
- Participate in various working groups/technical meetings and share information with team members.
- Assist in tracking project budgets.
- Perform logistical and supporting functions including event, meeting and training coordination.
- Foster an effective working relationship with American Red Cross partners, the Vietnam Red Cross and provincial Vietnam Red Cross branches.
- Prepare consolidated ARC monthly and quarterly reports, monitoring reports and meeting minutes to the donor and partners as required.
- Liaise, network and conduct research with local and international organizations, both governmental and non-governmental.
- Provide support in conducting assessments of potential new areas of programming in accordance with the American Red Cross and Vietnam Red Cross strategic plans.
- Assist in arranging meetings, workshops, travel, and support for visitors as needed.
- Conduct other tasks as assigned.

Qualifications:

- Bachelor's degree in relevant field
- Minimum 2 years work experience in HIV/AIDS prevention, care and support programs in Vietnam including at least 2 years with INGOs
- Experience working or collaborating with Red Cross and/or mass organizations preferred
- Experience in program management including program design, training, implementation, monitoring, and report writing
- Experience in conducting participatory assessments in health, livelihoods, disaster risk reduction and/or other key development areas
- Fluent in written and spoken English and Vietnamese
- Ability to travel up to 60% of time to project sites
- Advanced skills in Microsoft Office such as Word, Excel, PowerPoint, and Access.

Applicants should send a current resume and a cover letter containing the name and contact details of three references to amcrossvn@hotmail.com by 16th September 2015. Please outline in your cover letter how you meet the qualification criteria. Use "Application for HIV Prevention, Care and Support Program Officer" in the subject heading of your email.

Only qualified candidates will be contacted.

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