



JOB DESCRIPTION

Terms of reference for CONEMUND Project Officer

CONEMUND is an International NGO headquartered in Madrid (Spain) and working in 9 countries around the world. CONEMUND was born in 1997 to promote solidarity and contribute to reduce poverty in the most disadvantaged communities of the developing countries. Nowadays our efforts are focused on supporting the development of low-income countries of Africa and Asia.

At the present time, all our efforts are focused on the following areas:

- Giving response to the basic needs of the communities, especially concerning literacy, basic education and the protection of children.
- Increasing the economic capacity of poor households (especially women and young people), through training programmes and labour insertion.
- Strengthening our institutional structure, providing a special attention to the training of those persons working in the local organizations we collaborate with.

In Vietnam, CONEMUND has its representative office since 2011 and it developed 2 projects in 3 provinces of the country working with rural communities increasing the economic capacity and promoting gender.

CONEMUND is looking for a qualified candidate to fill the position of **Project Officer** with expertise in **international cooperation** and **rural development** to coordinate the project “Improving living conditions through sustainable agriculture for poor rural families in Phu Yen District (Son La).”

1. Functional Title: Project Officer

2. Status: Full Time (salary according to regulation of organization and donor)
Field trip expenses to the commune paid by the organization.

3. Organizational Relationship:

Reporting to: CONEMUND Representative in Vietnam (Project coordinator)

Coordinating: Projects Management Unit (CONEMUND Headquarter)

4. Location: work in CONEMUND office established in **Hanoi with frequent trips to Muong Thai commune (at least 8 working days per month).**

5. Duties and Responsibilities:

NGO strategic direction in the country:

Under the supervision of CONEMUND Representative in Vietnam ((Project coordinator)

- Contribute to the strategic development of CONEMUND actions at provincial and national level.

Partnership development and management

- This position will play a critical role in maintaining effective relationships with local partners, government authorities at different levels, donor agencies, the international community of organizations supporting economical activities and local NGOs.

Project implementation



- Organize and lead the implementation of CONEMUND's project in collaboration with CONEMUND coordinator.
- Coordinate CONEMUND local staff (2 Field Based Officer, members of Village Development Committees, local authorities) with CONEMUND representative.
- Prepare monthly work plans.
- Project Cycle Management: Implementing activities, counting with the resources and the partners (human, material, financial services). Ensure that all the steps of the project are agreed with local authorities, partners and all other stakeholders.
- To conduct training sessions in order to strengthen the capacity and skills of local partners for project implementation
- To coordinate and lead the technical assistance provided by external consultants to villagers.
- Ensure the quality of the processes and methodology and address capacity building needs of assigned staff in the Project.
- Reporting and Capitalization: Reporting monthly activities and preparing internal and donor regular reports on the on-going project.
- Administration/Finance/Logistic: Support the supervision and control of expenses related with the activities of the project together with CONEMUND coordinator and CONEMUND accountant.
- Develop new proposals for international donor: coordination of identification process, design of the proposal (stakeholder analysis, PRA exercises, etc.)
- Monitor report and adjust the impact of the project through the CONEMUND Monitoring & Evaluation system
- Assist with post-activity monitoring to ensure that correct targeting of beneficiaries has been carried out and reconcile the results with those issued by the local partners.

Networking and representation

- Develop and maintain good relationships to ensure effective communication and sharing of information, take part in networks for experience learning and sharing with other agencies.
- Advise CONEMUND Representative about other international or local orgs working on similar issues.

6. EDUCATION

Academic background in agriculture or rural development. Postgraduate course in international cooperation will be valued.

7. EXPERIENCE

At least **3 years of experience in project implementation and management**, planning, networking, coordinating, monitoring and evaluation for international NGOs in Vietnam. Demonstrated experience on rural livelihoods, including income generation, rural development, micro-credit, etc.

Demonstrated experiences in organizational assessment, capacity building and training organization.

8. SKILLS AND HABILITIES

Languages: Excellent command of written and spoken Vietnamese and English.

Other skills and qualities:

- Competence in MS Windows programs (Word, Excel and PowerPoint)
- Good interpersonal, communication and negotiation skills
- Interest in community development work
- Interest in community development work



- Open-minded attitude to working with people in the rural areas
- Willingness to travel
- Ability to work in team and independently
- Sense of initiative and responsibility

If the candidate isn't based in Phu Yen District (Son La), she/he must be able to have frequent Fieldtrips (30% working time on average) to project sites of CONEMUND as required.

SELECTION Interested candidates are encouraged to send via email a CV in English together with a recent picture and cover letter before **13th of December, 2015** to the following email addresses: conemund@conemund.org and ines.ramos@conemund.org
Please indicate in the mail subject "PO CONEMUND".
Start day for the position: **January 2016**