

## JOB DESCRIPTION



Role Information			
<b>Job Title</b>	Project Officer	<b>Division / Location</b>	International Programs Da Nang, Viet Nam
<b>Date</b>	January 2016	<b>Career Band</b>	Professional
<b>Employment Type</b>	Fixed Term	<b>Role balance guide</b>	<b>People:</b> 20% <b>Operations:</b> 30% <b>Technical:</b> 50%
<b>Name</b>	Vacant		
<b>Role summary</b>	<p>The Project Officer is accountable for ensuring the implementation of project activities at project sites are well coordinated and managed to ensure strongest progress towards the project goal and objectives, and most efficient use of resources</p> <p>Key areas of accountability include:</p> <ul style="list-style-type: none"> <li>• Program coordination and support</li> <li>• Financial and resource management</li> <li>• Advocacy and representation</li> <li>• Team contribution</li> <li>• Values and Behaviour</li> <li>• Health, Safety and Wellbeing</li> </ul>		
<b>Reporting &amp; Requirements</b>	<ul style="list-style-type: none"> <li>• <b>Reports to:</b> Project Manager</li> <li>• <b>Member of:</b> Program team</li> <li>• <b>Required to:</b> Travel as required</li> </ul>		
<b>Role Relationships</b>	<p><b>Relationship with Manager</b></p> <ul style="list-style-type: none"> <li>• Manage assigned tasks and is accountable for performance and development</li> </ul>	<p><b>Works with these roles</b></p> <ul style="list-style-type: none"> <li>• All FHF VN staff</li> <li>• FHF Regional Programs team</li> </ul>	

## Core accountabilities

### Program Coordination and support

- 1) Support the Project Manager (PM) in coordination with Project Management Boards (PMBs) to work out the detailed annual plans of action, APAs and budget plans for project areas in accordance with the approved Project Implementation Plans (PIPs), Logical framework and budget.
- 2) Facilitate timely submission of quality quarterly, annual and any other reports from Partners to PM.
- 3) Support PM in ensuring that program activities are timely planned, implemented, monitored and reported.
- 4) Communicate with PM promptly any issues and/or necessary project adjustment against plan raised during the project implementation
- 5) Timely Report to PM any developments that might necessitate deviation from planned activities and ensure that the Program team and the Country Manager are made aware of relevant meetings, forums etc.

### Financial and Resource Management

- 1) Assist Partners prepare annual budgets and monitor expenditure against these.
- 2) Work with PM and Finance Manager (FM) to monitor project expenditure against approved budget.
- 3) Work closely with FM to ensure proper partner accountability toward FHFVN funds.
- 4) Ensure that partners submit timely monthly/or and quarterly as requires
- 5) In collaboration with Finance team, build the capacity of Partners in effective financial management.
- 6) Ensure that partners manage and utilize project assets as per FHFVN's policy.

### Advocacy and Representation

- 1) Assist partner organizations to identify issues that require advocacy interventions and facilitate necessary linkages/networks to take up this
- 2) Represent FHFVN in various forums, meetings and advocate for FHFVN philosophy and policies

### Team Contribution

- 1) Constructively contribute and collaborate with all colleagues
- 2) Delivery high quality work that supports our global operating environment
- 3) Demonstrate compliance with all legislation and The Foundation's policies and procedures

### Values and Behaviour

- 1) Promote and role model appropriate behaviour to support The Foundation's culture, performance and brand
- 2) Actively support The Foundations commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO)
- 3) Actively demonstrate the organisational values:  
**Integrity:** We stand up for what is right  
**Collaboration:** We are stronger together  
**Empowerment:** We make a difference  
**Action:** We focus on results

### Health, Safety and Wellbeing

- 1) Adhere to all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation.
- 2) Cooperate with all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation.

<b>Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>○ Bachelor's Degree in relevant field (Social sciences/Administration/Community Development).</li> <li>○ Minimum of 3 years working experience with reputable NGO's</li> <li>○ Knowledge of project design, project management, budget development and monitoring</li> </ul>	<ul style="list-style-type: none"> <li>○ Experience in working with high-ranking authorities at national and provincial levels</li> <li>○ Previous hands-on experience in project Implementation and working through partners.</li> <li>○ Experience of social or community research.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>○ Project management skills</li> <li>○ Appreciation of Finance Management skills</li> <li>○ Ability to meet deadlines and juggle several projects at the same time</li> <li>○ Excellent report writing and documentation skills</li> <li>○ Excellent communication skills, including fluency in written and spoken English</li> <li>○ Good ICT skills</li> <li>○ High degree of integrity</li> <li>○ Demonstrated ability to work independently and in a team environment</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Maturity</li> <li>○ Interpersonal and intercultural sensitivity</li> <li>○ Active listener</li> <li>○ Stress Tolerant</li> <li>○ Strong commitment</li> <li>○ Well organized</li> <li>○ Team player</li> <li>○ Decisive: quick in assessing and making informed Decision</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>● Preparedness to undergo background checks including for working with children</li> <li>● Availability to travel domestically and internationally</li> </ul>	

***This job description defines the broad accountabilities of this position which may change based on organisational need. Please refer to divisional, team and individual work plans for more specific details***