

JOB DESCRIPTION

Tentative effective date	:	April 2016 (subject to the confirmation of funding date)
Job Title	:	National Project Officer (NPO)
Location	:	HelpAge International Office in Hanoi, Vietnam (HAIV) Around 40% travel to the field
Responsible to	:	Country Director (CD)
Relations with others	:	Close working relations with all members in the HAIV team, partner organisations, project and local partners
Salary scale	:	600 USD per month (full-time, gross)
Benefit	:	Provident Fund (10% of base salary) and Social & Health Insurances
Contract timeframe	:	9 months (from Apr to Dec 2016 – renewable depending on performance and funding availability)
Recruitment	:	Local recruitment (only Vietnamese)

Note: This job description is indicative of areas of work. However, given the nature of our work, some adaptations and flexibility is required. Thus, the job description (JD) will be modified from time to time, in consultation with the staff involved.

Background

HelpAge International in Vietnam (HAIV) supports a large network of partner organisations across the country. Partners across the network are responsible for implementing a wide range of programmes work for which HAIV receives funding from both internal and external donors.

The recruitment of the **NPO** is to support the implementation of a HelpAge project relating to community based disaster risk reduction (CBDRR) and Climate change adaptation (CCA) field in Central Vietnam.

Job Purpose

To provide support to the Country Director (CD)/National Programme Manager (NPM) in areas of programme design and implementation, co-ordination and information management to ensure that the HelpAge International Team in Vietnam functions effectively and efficiently.

Key Responsibilities

- Main responsibility in and oversee all activities of the assigned project to ensure the project completes and meets the targets, indicators with high quality.
- Set up the yearly, quarter plans of the project. Be responsible to deploy and implement project's activity as approved plans.
- Liaise with all project's partners who are associated with projects and other HAIV programmes.
- Act as trainer/facilitator at the project trainings .
- Plan and conduct all the project's TOT tranings, quarterly meetings, networking and M&E visits, advocacy and capacity building activities.
- Assist the NPM in writing project reports.
- Review project documents – proposals, reports, details of budgets and project activities in order to be able to respond promptly when required by the HAIV Team.
- Be involved in proposal development processes.
- Oversee the maintenance of the project's information systems, both electronic and hard copies, including the project database. Cooperate with finance team for filing.
- Assist the HAIV team in preparing project's documents to meet the requirements of audits.
- Check partners' monthly reports both narrative and financial.
- Assist in the HAIV activities' planning and preparation process of workshops or meetings of interests to HAI and participation as required.
- Assist finance team in the preparation of fund transfers to projects partners, and ensuring the follow-up process of fund receipt, transfer acknowledgement and filing of all documents.
- Assist finance team in the preparation of project budget, project's monthly financial monitoring spreadsheet.
- Prepare the project's yearly budget breakdown. Feed back on the project budget monitoring report (PMR).
- Support HAIV team in administrative support and services required in relation to project management, documentations, communications, proposals, procurement/re-imburement, etc.
- Translate official documents and provide interpretation support in meetings and workshops.
- Other tasks assigned by CD/NPM.

Person Specification

Educated to degree level

**Essential/
Desirable**
E

At least 2-years experiences of Project Officer	E
Good training and facilitation skills	E
Able to travel to project site on a regular base (around 10 days a month)	E
Good interpersonal and oral/written communication skills, both in English and Vietnamese	E
Able to work harmoniously as a member of the team and adapt to diverse cultural, professional and religious backgrounds	E
Highly organized, has initiative and can manage work under pressure and ability to work with multi tasks	E
Experience in and have a good understanding of development issues, with an active interest in promoting an inclusive and intergenerational approach	E
Excellent IT user skills, including advanced level knowledge of spreadsheets, powerpoint, word, e-mail and internet.	E
Experience in working with older people	D
Experience in community based disaster risk reduction (CBDRR) and climate change adaptation (CCA) fields.	D
Standard knowledge on financial issues	D