



## **Monitoring and Evaluation Officer**

The American Red Cross seeks to prevent and alleviate human suffering around the world by responding to disasters, building safer, more resilient communities, and educating future humanitarians. In the coming years the American Red Cross will deepen and expand its programming around the world while also working to strengthen the global Red Cross Red Crescent network, in order to deliver vital help and hope to some of the most vulnerable communities.

The American Red Cross Vietnam Delegation (ARC Vietnam) is seeking a Monitoring and Evaluation (M&E) Officer to support programs in disaster risk reduction (DRR), resilience, and health care in urban and rural communities Vietnam. These programs are implemented through the Vietnam Red Cross, in cooperation with local municipal authorities, relevant departments and several NGOs. Within this context, the M&E Officer will provide technical support, leadership and guidance in the programs in all matters pertaining to M&E. The M&E Officer will build the capacity in the Vietnam Delegation by identifying and supporting the implementation of effective program/project M&E models and tools to improve program quality.

### **Key Working Relationships**

**Reports to:** Country Representative

**Internal:** Sectoral Program Officers, Country Representative, Regional Senior Quality and Learning Delegate, Senior Program Officer for Project Design and M&E

**External:** Donor agencies, Red Cross and Red Crescent partners, other M&E consultants in the country and region

### **Purpose**

The purpose of this position is to strengthen M&E capacity of ARC Vietnam. The M&E Officer will be responsible for guiding and coordinating M&E efforts with program staff. The M&E Officer will keep abreast of state of the art M&E approaches to ensure the use of technically appropriate monitoring and evaluation models and information systems.

### **Primary Job Responsibilities**

The work to be accomplished by the M&E Officer shall consist of the following:

- Review and support the improvement of M&E data management system of Health in Vietnam program on HIV related services including data collection templates, monitoring and reporting templates in coordination of standardized M&E practices;
- Review documentation forms reporting templates of income generation activities and provide with revision as needed
- Ensure that monitoring visits within Health in Vietnam program and its partners at all levels are meaningful and capture data sought with useful feedbacks and supports for really improvement.
- Develop possible indicators and tools to measure the impacts of current programs
- Manage the contract, timeline and supervision of evaluation consultants
- Lead and coordinate the final evaluation of the Health in Vietnam program. This may include evaluation design with both quantitative and qualitative methodology and development of data collection tools; tools testing; field visits in 4 project provinces; data analysis; report writing and dissemination with stakeholders.
- Actively work on all aspects of the new program development process in the country program to ensure that M&E perspectives are considered;
- Develop an M&E guide for ARC VN programs in collaboration with the Regional Delegation in Bangkok, Thailand;



- Lead and design tools for the post-disaster assessment measuring the impacts of ARC supported programs on CDBRM related areas.
- Lead and develop tools to assess the application of online based forms including tablets, google apps and social media for program monitoring and evaluation.
- Other tasks as needed.

### **Qualifications**

- At minimum a Master's Degree in a field related to international development and humanitarian aid;
- At least seven years of progressive responsibility in relief and development programs in international organizations, including significant time in an M&E capacity;
- Thorough familiarity with principles and current approaches to monitoring and evaluation of disaster risk management and health care programs in both urban and rural contexts, using both quantitative and qualitative methods;
- Understanding of U.S. government expectations and trends for monitoring and evaluation, including disaster risk reduction and health care programs;
- Experience in facilitating the capacity building efforts of diverse colleagues, including those in local partner agencies;
- Willingness and ability to travel to other provinces in Vietnam approximately 40% of time

### **Personal/Professional Skills**

- Familiarity with adult learning principles/techniques and demonstrated ability to design and facilitate learning opportunities for adults;
- Excellent interpersonal, organizational and written/verbal communication skills, including in cross-cultural settings;
- Fluent English and Vietnamese language skills (both speaking and writing)
- Ability to work effectively under pressure and to organize and prioritize competing activities;
- Strong leadership skills;
- Ability to work effectively in a team-oriented environment;
- Flexibility, patience, dedication and creativity;
- Strong computer skills (MS Word, MS Excel, MS Access, MS Power Point, MS Project, SPSS).

### **Work Environment**

The position is based in Hanoi, with occasional travel to programming areas in Vietnam.

**Duration of contract:** The contract starts when the selected candidate is able to be on board to end of June 2017 with possible extension.

The American Red Cross is an Equal Opportunity/Affirmative Action Employer.

***Applicants should send a current resume and a cover letter containing the name and contact details of 3 references as well an indication of salary expectations (gross in USD) to [amcrossvn@hotmail.com](mailto:amcrossvn@hotmail.com) by CoB November 11, 2016. Only qualified candidates will be contacted.***