



## **Project Officer (M & E), based in Hanoi**

HELNETAS, an International Non-Government Organization, supports the efforts of disadvantaged people and communities to determine the course of their own lives, thereby helping them to help themselves. HELNETAS promotes fair access to essential resources and protect social, economic, political, environmental and cultural rights.

In Vietnam, HELNETAS is looking for a Project Officer (M & E) for the project, which works on **Supporting learning and Capabilities for Scaling up Value Chain Development (VCD)** in Agriculture. The project is building capacity for training centers (Centres of Excellence) in 7 countries. The Project Officer will be based in Hanoi with frequent travels to partner countries.

### **DUTIES & RESPONSIBILITIES**

- Develop and maintain the project's monitoring and evaluation system (M&E), based on the project document logframe and monitoring matrix.
- Oversee and execute M&E activities included in the Annual Work Plan, with particular focus on outcomes and impacts.
- Contribute to preparation of annual and quarterly workplans, progress reports.
- At approval by the project manager, communicate the M&E findings to project staff, donors and other stakeholders. Establish feedback loops to disseminate information from the M&E system to defined audience. Capitalize on the findings and in the process transform information into knowledge and knowledge into action.
- Assign roles and responsibilities for the operation of the M&E system to different actors involved in the project implementation.
- Act as a facilitator/trainer to provide training to actors responsible for implementing the M&E system.
- Communicate with the involved partners in the implementation of planned activities
- Manage and update database of network's members, IFAD country offices, Donor and other relevant partners
- Manage and update the network's website, intranet, social media and other communication means used for internal and external communication of the network;
- Keep frequent exchanges with project teams to identify interesting 'success-story', photos, videos for communications;
- Proactively participate in design of Communication and Knowledge Sharing plan of the network;
- Perform other relevant tasks as requested by PM.

### **REQUIRED QUALIFICATIONS:**

- University Degree in related field. At least 5 years of experience in development project.
- Strong communication and coordinating skills, ability to bring actors together.
- Excellent spoken and written English and Vietnamese. Good command of computers and office skills

Interested candidates should send applications (CV plus motivation letters and copies of diplomas) to Ms. Trieu Tu Anh, email: [trieu.tuanh@helvetas.org](mailto:trieu.tuanh@helvetas.org) or post to HELNETAS Vietnam 298F Kim Ma Street, Hanoi by **26<sup>th</sup>, December 2017**. Only short listed candidates will be contacted.