



# JOB DESCRIPTION

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## Action on Poverty in Vietnam

### Program Officer

**Effective date:** June 2018  
**Contract type:** Full-time fixed-term contract  
**Location:** Hanoi office with regular travels to project areas  
**Reports to:** Program Manager

### 1. Work Context

Established in 1968 as The Australian Foundation for the Peoples of Asia and the Pacific Limited (AFAP), our organisation has recently adopted a new name – Action on Poverty (AOP). AOP is a fully-accredited, secular Australian organisation that empowers local changemakers to break the cycle of entrenched poverty in their communities. For nearly 50 years, AOP has successfully worked with local partners to implement cost-effective development programs in 20 countries across Africa, Asia and the Pacific.

AOP in Vietnam has been working with poor communities in 9 provinces across the country since 1989 and became registered in Vietnam in 1996. Our program focuses on improving health, income generation, good governance, social monitoring, food security and resilience to the effects of climate change. AOP has developed a solid reputation as a principled, innovative, and pioneering NGO working with a wide spectrum of stakeholders ranging from policy makers and local authorities to civil society organisations (CSOs) and vulnerable communities.

### 2. Job Purpose Summary

The purpose of this position is to manage program and projects in the assigned areas and provide technical assistance local partners to ensure timely and effective project implementation, reporting, donor liaison and activity planning.

### 3. Authority

The position has autonomy to make decisions related to all assigned activities within the areas of assigned responsibility, with approval from managers.

The position will report to the Program Manager. The incumbent is expected to work closely with other team members and request support from other staff to ensure activities are implemented effectively and to a high standard.

## 4. Key Work Relationships

Internal	External
<ul style="list-style-type: none"><li>▪ Program Manager, Senior Program Officer, Program Assistants</li><li>▪ Finance Team</li><li>▪ Other staff in AOP in Vietnam</li></ul>	<ul style="list-style-type: none"><li>▪ Communities</li><li>▪ Governmental officials</li><li>▪ AOP's partners and international staff</li><li>▪ International and Vietnamese NGOs</li><li>▪ Institutions/Universities</li><li>▪ Donors</li></ul>

## 5. Main Areas of Responsibility

Key Responsibilities	Specific Tasks
<b>1. Program management and implementation</b>	<ul style="list-style-type: none"><li>▪ Be a representative person for AOP in Vietnam in the assigned areas;</li><li>▪ Be responsible for project development and administration, ensure donor contractual commitments are met;</li><li>▪ Participate in the development and review of all project documents;</li><li>▪ Prepare Terms of Reference for consultants and manage consultant engagement;</li><li>▪ Work with project partners in the development of work plans that are consistent with the project's objectives;</li><li>▪ Identify and help address issues and problems that may jeopardise outputs, including risk management analysis;</li><li>▪ Organise and assist in the implementation of technical training workshops for district, commune, and village level partners;</li><li>▪ Organise and participate in project mobilisation and planning meetings;</li><li>▪ Facilitate active involvement of partners in all stages of the project.</li></ul>
<b>2. Monitoring and Evaluation</b>	<ul style="list-style-type: none"><li>▪ Establish and manage project monitoring and evaluation systems;</li><li>▪ Develop appropriate monitoring systems and work with local partners to collect information on project indicators on a monthly basis;</li><li>▪ Collect and synthesise monitoring data on a monthly basis to support project evaluation;</li><li>▪ Assist in evaluating implementation processes, effectiveness and impact for all projects;</li></ul>

- Organise review and evaluation meetings and present information and results at key meetings.

### **3. Reporting**

- Prepare project reports required by donors and other agencies;
- Report monthly or quarterly on the progress of project activities depending on size/ scale of project;
- Complete field trip reports;
- Provide templates to partners to complete activity reports and quarterly reports;
- Provide guidance to partners on developing reports to meet AOP requirements.

### **4. Communications and Fundraising**

- Represent AOP in Vietnam at approved professional forums, meetings and/or conferences;
- Promote the work of AOP through the presentation of professional reports, articles and papers for publication (as appropriate);
- Identify donor opportunities for program development in collaboration with partners;
- Assist Program Manager in implementation of other programs;
- Develop concept papers and proposals that comply with Vietnam Government priorities and AOP in Vietnam's programming priorities and strategic directions (needs assessments, proposal development, proposal submission).

### **5. Networking and Advocacy**

- Attend conferences and seminars in Vietnam or internationally;
- Attend network meetings in Hanoi;
- Contribute to advocacy and public awareness events/campaigns.

### **6. Others**

- Other tasks as deemed necessary and appropriate.

## 6. Required Qualifications

<b>Education</b>	<ul style="list-style-type: none"><li>▪ Bachelor's degree and/or equivalent professional qualifications in relevant fields (development studies, rural development, economics, public policy);</li><li>▪ Master degree in relevant fields is preferable.</li></ul>
<b>Work experience</b>	<ul style="list-style-type: none"><li>▪ At least 5 years of NGO administrative and project management experience;</li><li>▪ Experience working in rural development, sustainable livelihood, value chain and market access, climate change adaptation, not-for-profit business model in which a social mission is prioritised;</li><li>▪ Experience working with community-based tourism or microfinance project(s) is an advantage.</li></ul>
<b>Technical knowledge and skills</b>	<ul style="list-style-type: none"><li>▪ Knowledge of, and interest in climate change adaptation, sustainable livelihood, market-based approaches, governance, social policies and issues related to poverty reduction;</li><li>▪ Technical knowledge in community-based tourism development or microfinance is an advantage;</li><li>▪ Expertise in participatory planning and research methodologies;</li><li>▪ Track record in project proposal writing including budgets and logic frames;</li><li>▪ Report writing skills;</li><li>▪ Excellent interpersonal and communication skills;</li><li>▪ Ability to work effectively within a team and to supervise/coach staff;</li><li>▪ Willingness to travel to project sites on a regular basis;</li><li>▪ Flexibility including a willingness to learn and adapt to new situations;</li><li>▪ Proficiency in Microsoft Suite (Word, Excel, Power Point);</li><li>▪ Ability to use data analysis software.</li></ul>
<b>Languages</b>	<ul style="list-style-type: none"><li>▪ Advanced business English and Vietnamese, both spoken and written.</li></ul>
<b>Attitude</b>	<ul style="list-style-type: none"><li>▪ Independent, friendly and helpful</li></ul>
<b>Adherence to</b>	<ul style="list-style-type: none"><li>▪ Poverty and injustice eradication</li><li>▪ Gender equality</li></ul>