

## **JOB TITLE: PROJECT MANAGER**



## **TERMS OF REFERENCE**

Helen Keller International (HKI) is an international non-governmental organization. Its mission is to save and improve the sight and lives of the world's vulnerable by combatting the causes and consequences of blindness, poor health and malnutrition. We do this by establishing programs grounded in evidence-based research in eye health and nutrition.

HKI has been implementing the Enhanced Homestead Food Production (EHFP) project in Son La since 2013 to increase food availability, diversity and consumption among women and children and positively impact nutrition and food security among participant households. The EHFP model's ultimate goal is to improve the nutrition and micronutrient status of mothers and children under two years of age via: behavior change communication, nutrition education and agricultural training, and the production and consumption of micronutrient rich foods by establishing homestead food production. With the continued support from Irish Aid, the four-year project "*Scaling up Improved Household Food Security and Nutrition through Enhanced Homestead Food Production*" has been implemented in Hoa Binh and Lai Chau Provinces since April 2017. The project's goal of improved food security and nutrition will be achieved by pursuing the following key objectives:

- i. To improve year-round production of safe and micronutrient-rich foods among target households.
- ii. To improve consumption of micronutrient rich foods by households, particularly women of reproductive age and children aged 6-23 months.
- iii. To improve optimal maternal and child nutrition practices.
- iv. To empower participating women to contribute to the improved nutrition and well-being of their families and in their communities through selling surplus from EHFP produce.
- v. To improve income of households from sale of excess EHFP products through access to small-scale food processing facilities and to markets.
- vi. To strengthen coordination for nutrition and food security at the national and local levels with a focus on equitable inclusion of disadvantaged groups.

We are currently seeking a qualified, experienced, and highly motivated candidate for the post of Project Manager to run this four-year project.

## **JOB SUMMARY**

The Project Manager will be required to monitor all program activities and report to the Country Director. In collaboration with all stakeholders and partners, the Project Manager will be involved in all meetings and present at events related to EHFP as required. This position will be expected to develop survey tools; collect and analyze data; conduct regular M&E visits to the fields; and provide recommendations needed to improve the EHFP program.

Report to:	Country Director
Supervise:	Program Officer and Program Assistants
Collaborate with:	Admin/Finance team and the M&E staff
Duty Station:	Based in Hanoi, with regular travel to project sites (50%)

## **Key Responsibilities**

- Manage and supervise the implementation of the EHFP program in Son La, Hoa Binh and Lai Chau provinces in collaboration with local partners;

- Provide technical support for HKI program officers based in the three provinces;
- Develop and strengthen partnerships with local partners and key stakeholders, maintaining relationships with relevant authorities;
- Develop, collect and analyze Surveys, and Pre/Post Tests for trainings;
- Design monitoring and evaluation protocol;
- Improve and distribute EHFP communication materials;
- Monitor and track the progress of EHFP, ensuring activities are carried out in an appropriate and timely manner;
- Generate monthly reports consisting of observations and documentation of work in the field while making recommendations to improve the program;
- Draft donor reports;
- Assist with project budget forecasts, disbursements and reporting;
- Be involved in approaching donors and identifying fund raising possibilities; and
- Carry out other tasks as required.

**Contract duration:** One year with possible renewal, starting from 01 August 2018.

**Requirements:**

- Vietnamese citizen;
- At least 5 years relevant work experience, preferably in nutrition/agriculture;
- Proficiency in Microsoft Office (Word, Excel, PowerPoint);
- Proficiency in statistical software (Epi info, SPSS, STATA) is preferred;
- Master's degree in Public Health or Development Practice (degree in Nutrition is an advantage);
- Work experience in the development sector, especially NGOs and community groups;
- Good working experience at the field level;
- Strong background knowledge of nutrition in Vietnam is preferred;
- Skills in project management, presentation and communication;
- Knowledge in the development and management of monitoring & evaluation plans;
- Understanding of and sensitivity to poverty-related development and gender issues;
- Strong spoken and written English skills;
- Ability to work in a team environment without direct formal hierarchy;
- Demonstrates flexibility, adaptability and initiative;
- Motivated team player who can manage his/her own project and provide support to team; and
- Agrees with HKI's mission and wants to contribute to improving nutrition in Vietnam.

The interested candidate should submit: A letter of interest and CV

To: **Helen Keller International Vietnam**

**Room 305-306, A2 building, Van Phuc Diplomatic Compound,  
298 Kim Ma, Hanoi, Vietnam**

Email: [dlam@hki.org](mailto:dlam@hki.org) ; and Cc: [pngoc@hki.org](mailto:pngoc@hki.org). The deadline for submitting applications is 03th July 2018.

Only short-listed candidates will be contacted.

Please follow us on <https://www.facebook.com/HKIVN/> to learn more about what we are doing.