

Senior Monitoring and Evaluation Program Officer, 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.

HELNETAS is looking for a Senior M & E Program Officer based in Hanoi with travels to provinces.

DUTIES & RESPONSIBILITIES

- Develop, maintain and update a M&E system
- Oversee & execute M&E activities included in the Annual Work Plan and Annual Program Reporting, with particular focus on outcomes and impacts
- Capitalize on the findings, in view of knowledge and learning processes and sharing (e.g. proposals and preparation of topics for team discussion)
- Assign roles and responsibilities for the operation of the M&E system to different actors involved in the project implementation when needed.
- Track the activity progress and provide the progress overview when required
- Act as a facilitator or trainer to provide training to actors responsible for implementing the M&E system.
- Manage and update the VCB-N network database, website, newsletters, social media, network promotion materials and other communication means used for internal and external communication of the network;
- Update and maintain communication and Knowledge Sharing system of IFAD-RTN and of VCB-N network and facilitating the transferring process;
- Perform other relevant tasks as requested by the Project Manager and Country Director

REQUIRED QUALIFICATIONS:

- University Degree in related field.
- Direct experience in development and maintenance of M&E system(s)
- Proved experience in website and social media management is an advantage
- Strong communication and coordinating skills, ability to bring actors together.
- Excellent spoken and written English and Vietnamese. Good command of computers and office skills

Interest candidates please send updated CV and an Expression of Interest letter to Helvetas.vietnam@helvetas.org and trieu.tuanh@helvetas.org by 24 Mar 2019. Only short-listed candidates will be contacted.