



# JOB DESCRIPTION

## Programs MEAL Officer

ORGANIZATION/ PROJECT BACKGROUND	<p>The Adventist Development and Relief Agency (ADRA) works in over 134 countries with people living in poverty and distress to create positive change and social justice through empowering partnerships and responsible action. ADRA in Vietnam is a learning organization that pursues excellence and commits its resources in response to emergencies and community-based needs through effective partnerships.</p> <p>In 1989, ADRA began operations in Vietnam with the shipment of medicines from U.S.A. through ADRA Indochina, the former regional office based in Bangkok, Thailand. ADRA Vietnam's office has been located in Hanoi since 1993 and in the last two decades, the organization has implemented more than 200 projects in over 50 of provinces in Vietnam. Current projects of ADRA in Vietnam are in HIV/AIDS, sexual and reproductive health education and counseling for adolescents and ethnic minorities; support for people with visual impairment and their families; vocational trainings, livelihood development and sustainability, climate change adaptation and mitigation, and disaster risk management. Our project sites include Cao Bang, Hanoi, Thai Binh, Tay Ninh, Binh Phuoc, Can Tho and Vinh Long.</p>
DEPARTMENT	Programs Department
POSITION TITLE	Programs MEAL Officer
LOCATION	Hanoi
LENGTH OF CONTRACT	01 years with possible extension based on the performance of the position holder and continued funding
REPORTS TO/ SUPERVISED BY	Program Manager
SUPERVISES	N/A
HOURS OF WORK	At least 38 hours/ week
BENEFITS/ INSURANCE	<ul style="list-style-type: none"> <li>• Contracted salary/month: see in the labor contract</li> <li>• Health insurance through AON Care               <ul style="list-style-type: none"> <li>○ In-patient medical coverage</li> <li>○ Out-patient medical coverage including dental care</li> <li>○ Personal accident insurance coverage</li> </ul> </li> <li>• 13<sup>th</sup> month salary (following ADRA's Policy)</li> <li>• Vietnam Social and Health Insurance</li> <li>• Per diem as ADRA Vietnam regulation</li> <li>• Leaves               <ul style="list-style-type: none"> <li>○ Annual leave – 15 days + 1 additional day every two years employment</li> <li>○ Sick leave – 15 days paid leave + sick leave stipulated in Vietnam Labor Code</li> <li>○ Personal leave – based on Vietnam Labor Code and HR Manual</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Maternity leave – based on Vietnam Labor Code and HR Manual</li> <li>● National holidays – based on Vietnam’s Labor Code and HR Manual</li> </ul>
TERMINATION	30 Working Days Notice Required
JOB OVERVIEW / GENERAL DESCRIPTION	<p>This position works under the supervision of the ADRA in Vietnam’s Program Manager and is responsible for the provision of assistance on translation, interpretation and reports synthesis of the ADRA Programs.</p> <p>This role supports the monitoring, evaluation, accountability and learning systems in ADRA in Vietnam’s projects and administration.</p> <p>The position will be based at ADRA in Vietnam office in Hanoi, with travelling to the field sites to conduct programs’ monitoring activities and supporting projects as requested.</p>
JOB RESPONSIBILITIES	<p><b>Main duty 1: Monitoring and Evaluation</b></p> <ol style="list-style-type: none"> <li>1. Contact all project staff for reports and data collection</li> <li>2. Being in charge of preparing and reviewing the programs monthly report and projects quarterly report</li> <li>3. Write and provide programs MSC stories for publishing</li> <li>4. Programs documents storage, filling and management</li> <li>5. Collect and develop the monthly, quarterly and yearly database of all the projects</li> <li>6. In charge of providing the monitoring activity to all the projects as requested</li> <li>7. Providing the support to/participate in baseline survey and evaluation activity if needed</li> <li>8. Programs database analysis and early warning reported for any deviation found</li> <li>9. Programs lessons learnt documentation</li> </ol> <p><b>Main duty 2: Child Sponsorship Programs Management</b></p> <ol style="list-style-type: none"> <li>1. Manage Child Sponsorship Program</li> <li>2. Support the project staffs at site to deliver gifts and scholarships,</li> <li>3. Communicate with donors, updating children’s profiles, writing reports, etc.</li> <li>4. Identify new children and their profile to submit to donors in collaboration with field staff</li> <li>5. Program report and evaluation as requested by donors and Program Manager</li> </ol> <p><b>Main duty 3: Other duties</b></p> <ol style="list-style-type: none"> <li>1. Assist Programs Manager to develop new projects such as assistance to prepare concept notes to response funding opportunity calls</li> <li>2. Communicate with donors, work with Program Manager and field staff to develop new connection trip proposals (budget formation and logistics arrangement will be managed by The Office Administrator and field trip will be led by Program Manager)</li> <li>3. Actively participate and represent ADRA Vietnam in relevant networking when requested</li> <li>4. Fulfill any other relevant tasks as requested by the Program Manager</li> </ol>
MEASURABILITY / EXPECTED OUTCOMES	<p><b>Success Will Be Demonstrated By:</b></p> <ul style="list-style-type: none"> <li>● Arrangements and supports are satisfied by the reported and supervised persons</li> <li>● Project reports are reviewed, edited, translated and sent to Program Manager on time for all projects</li> <li>● MEAL systems are functional and meeting donor and organization expectations</li> <li>● All assigned duties are actively and timely fulfilled as scheduled and required</li> </ul>
	<b>Knowledge</b>

REQUIRED COMPETENCIES	<ul style="list-style-type: none"> <li>• Bachelor degree in Development Studies, Public Health, Agriculture, Environment, Climate Change, English, Social Works or an equivalent</li> <li>• General knowledge about development projects</li> <li>• Knowledge about MEAL systems</li> </ul>
	<b>Skills</b> <ul style="list-style-type: none"> <li>• Vietnamese national with a high level of fluency in spoken and written English</li> <li>• Able to work under high pressure</li> <li>• Analytical skills</li> <li>• Result-oriented and time management skills</li> <li>• Strong analysis and report writing skills</li> <li>• Strong communication skills and ability to work independently and in a team</li> <li>• Computer literacy - competence in the use of common office software packages including word processors, spreadsheets, basic databases, PowerPoint, emails, etc.</li> <li>• Report writing skills</li> </ul>
	<b>Experiences</b> <ul style="list-style-type: none"> <li>• Report writing and editing</li> <li>• Previous experience as program/project supporter preferred.</li> <li>• Previous experience working with INGOs preferred</li> <li>• Cross-cultural experience</li> </ul>
	<b>Attitudes</b> <ul style="list-style-type: none"> <li>• Outgoing and people focused</li> <li>• Helpful and pleasant personality</li> <li>• Responsible and careful in work</li> <li>• Individual and team work ability</li> <li>• Creativeness in work</li> <li>• Curious and seeks information</li> <li>• High commitment to devolvement sector</li> <li>• Willingness to travel to and work in various project sites in Vietnam</li> <li>• An upholder of ADRA's values, missions, operating principles, working policy and procedures</li> </ul>

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_