



Programme Field Officer in Ha Giang/Lai Chau

About the role

An exciting opportunity to work directly with programme impact groups and partners to overcome poverty and injustice. The Field Officer provides support in the planning, implementation and monitoring of the Advancing Women Economic's Empowerment programme/projects with the implementing partners in Ha Giang and/or Lai Chau provinces.

This position is based in Lai Chau or Ha Giang as well as, will be mobilised to work on other CVN's activities, as required.

Key responsibilities

- Support Portfolio Managers (PMs) to develop and effectively deliver the annual work plan with technical quality assurance, in line with the CARE programme's priorities and project's focuses;
- Carry out the assigned activities effectively with guidance from relevant specialists/ advisors, focusing on the participation of ethnic minority women;
- Conduct frequently field visits to project sites and support the roll-out of partner activities;
- Provide inputs/suggestions relevant to the programme thematic priorities for project planning, implementing and monitoring;
- Work with CARE communication team and partners to document good practices and case studies in the field for replication and advocacy purposes;
- Prepare individual work plans (including provision of technical inputs to other interventions), and participate in team work planning, programme planning and other relevant planning processes;
- Conduct project monitoring during field visits and ensure timely submission of field reports to PMs;
- Provide guidance and support to partners in the project M&E planning and implementation according to CARE's requirements;
- Provide monthly updates to PMs; and
- Contribute inputs of technical areas in charge to relevant reports as required.

Ideally you will have:

- Have relevant background and/or with minimum 3 years of relevant experience in women's economic empowerment;
- Proven experience in project management including monitoring and evaluation, and finance management;
- Demonstrated experience in following standard policies, procedures and processes and ensure the implementation detailed transactions;
- A willingness to learn about CARE, gender equality and women's empowerment ;
- Demonstrated good interpersonal skills, sound judgment, planning, problem solving; ability to work under pressure, and to organise and manage workload to meet deadlines;
- Good communication skills in Vietnamese and English; and
- Intermediate knowledge in Microsoft Office and numeric skills.

Why you should apply:

- Ongoing professional and personal development

- A dynamic and innovative environment
- Supportive teams
- A comprehensive benefit package

Application Deadline: 5.00 P.M., 20 May 2021.

Interested?

We invite **Vietnamese candidate** to submit expressions of interest to join our team. Please click the Apply button and complete online application form linked to the vacancy on our careers page <https://www.careers-page.com/care-vietnam>. Please ensure you attach your CV and cover letter in English language before submitting.

CARE International in Vietnam is a creative and dynamic organisation which has worked with Vietnamese and international partner organisations since 1989 in over 300 projects. We recognise that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices which contribute to the exclusion and vulnerability of particular groups in society. Our long term programme goals in Vietnam are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances and have a legitimate voice. To learn more, visit: www.care.org.vn

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities, and people with disabilities are strongly encouraged to apply.

Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment; and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. In addition to pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Team Leader.