



<b>Job title:</b> Program Officer (short-term – possibly part-time)	<b>Target Start Date:</b> (16 August 2021 – 30 Apr 2022)
<b>Duty Station:</b> CBM Vietnam Country Office, Hanoi	<b>Reports to:</b> Country Coordinator
<b>Working Context</b> <p>CBM is an international development organization whose primary purpose is to improve the quality of life of the world's poorest persons with disabilities and those at risk of disabilities. CBM commenced its mission in Viet Nam in 1982 and after almost three decades of development work through partnership with both government and non-government sectors, CBM continues to work towards inclusion of persons with disabilities in all community activities. CBM in Vietnam is currently active in three main areas: prevention of blindness, community based rehabilitation and inclusive education.</p> <p>The key function of the CBM Country Desk Office is to assist in the development of the capacities of project partners in planning, monitoring and quality management of projects, as well development of collaborative relationships with other stakeholders. The desired result is relevant, efficient, effective and sustainable community eye health, rehabilitation and education programmes with a view towards promoting a disability inclusive approach in all aspects of the work of CBM and partners in the country.</p>	
<b>Job Purpose</b> <p>The primary role of the Program Officer is to provide direct support to CBM partners in project implementation and conclusion. S/he will work with other members of the Country office team in ensuring effective relationships with all partners and development of programmes.</p>	
<b>Needed knowledge and skills:</b> <ol style="list-style-type: none"><li>1. High understanding of development and issues related to management of development projects in the Vietnam context</li><li>2. Substantial knowledge of government programmes in relation to international non-government organizations</li><li>3. Good analysis, research skills and report writing</li><li>4. Good understanding of financial procedures in project management</li><li>5. High level of work organisation and planning skills</li><li>6. Good command of written and spoken English</li><li>7. Good computer skills and ability to adapt to various software applications.</li></ol>	

**Personal Qualities:**

1. Can work independently for decision making with assigned tasks
2. Can handle assigned tasks independently with minimum supervision
3. Flexible, resourceful, and proactive
4. Capable of working under time pressure and can manage stress
5. Confident in dealing with people of diverse cultural, professional and religious backgrounds and able to work harmoniously as member of the team
6. Has an active interest in social development, especially the promotion of an inclusive approach for persons with disabilities.

**Qualifications:**

1. Minimum bachelor's degree from a reputable university in social sciences preferably with Master degree in development, and project management
2. At least 10 year facilitation and management experience in an international NGO and/or government national programme context
3. Strong experience with funding agencies and supporting both LNGOs and government partners.

**Duties and Responsibilities**

The position holder will be responsible for managing CBM projects (4) in disability inclusive development in health care, disaster risk reduction, possibly in Lai Chau, Ninh Binh, Hue and KonTum and other tasks as assigned:

**Project Management and oversight:**

1. Provide technical assistance to partners on approach and implementation methods consistence with acknowledged good practices to achieve sustainable results.
2. Directly manage projects with partners to ensure effective project implementation.
3. Provide support and supervision to partners to ensure quality, participatory, efficient and cost effective planning, implementation, monitoring/reviewing, reporting and evaluation process of project activities in project areas, with and by partners.
4. Be accountable for leading and delivery of accurate and timely detailed implementation plan and budget phasing.
5. Oversee field implementation to ensure quality and timely delivery of project activities.
6. Be responsible for reporting writing, data collection and closing of projects.
7. Be responsible for the responsible phase out/ conclusion of the assigned projects including ensuring compliance on site, finalization of reporting, submission of project completion reports and final audits on time etc.
8. Ensure the achievement of CBM quality program framework, Gender and Safeguarding Policies.
9. Provide inputs to the development of Country quarterly reports including programs and covid19 situations; and BIR's report.

Finance management and budget control:

1. Ensure the effective and efficient use of project resources in order to keep cost efficiency of actions.
2. Management project budgets including Country Office and partners' budget, burn rate, cost forecast, and phasing budgets.
3. Review partners' financial reports and expenditures on quarterly, bi-annual and annual basis.
4. Ensure Country Office's financial and procurement policies are strictly followed by implementing partners.

Monitoring, Evaluation and Reporting:

1. Lead the development and implementation of project monitoring and evaluation system, project documentation (Ninh Binh and Hue project).
2. Ensure the achievement of CBM quality program framework, Gender and Safeguarding Policies.
3. Regular monitoring the implementation of projects by partners to provide timely support, solution to emerging issues, seek for further guidance from relevant management team when necessary.
4. Lead the development, compilation and delivery of timely and quality project reports to Member Associations and donors on a regular basis including progress narrative reports, financial reports, and statistic reports.

Representation/ Coordination/ Networking:

1. Serve as the main contact to represent the project in the project sites and maintain effective links with local partners at all levels to facilitate implementation, sustainability and scalability of the project.
2. Support engagement, communication and follow-up with Initiative, Member Associations and donor on project progress.

Please send letter of intent and resume to email: [thanhle.bui@cbm.org](mailto:thanhle.bui@cbm.org) no later than 30<sup>th</sup> July, 2021. Only short listed candidates will be contacted.

We welcome applications from persons with disabilities.