

MEAL Project Assistant

(M/F)

German Red Cross (GRC) is part of the worldwide Red Cross and Red Crescent Movement. As a humanitarian organization, GRC assists victims of conflict and disaster as well as people affected by social or health related crisis. The Red Cross Movement provides assistance to vulnerable people without discrimination as to nationality, race, religious beliefs, class or political opinions and adheres to the seven principles of the Red Cross movement: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality.

In Vietnam GRC is supporting its local partner, the Vietnam Red Cross (VNRC), to implement projects in the field of Disaster Relief & Rehabilitation, Disaster Risk Reduction & Climate Change Adaptation, and Capacity Building. The GRC is currently looking for highly motivated **Project Assistant** who will support the cooperation with the Vietnam Red Cross (VNRC) for a new project in **Forecast Based Financing**. With this new project the GRC is taking disaster relief into a new era: away from pure reaction and towards anticipation. This 16 months project aims at reducing cyclones impacts in Vietnam through the development of forecast based financing early actions for anticipatory humanitarian actions.

Project:

Reducing cyclones impacts in Vietnam through the development of forecast based financing standard early actions for anticipatory humanitarian actions

Sector:

Disaster Risk Reduction / Climate Change Adaptation

Reporting to:

GRC Project Manager

Contract type and duration:

Full-time position until project end in August 2022.

Location:

The position will be based in Hanoi with travels to other provinces

Required language proficiency:

Vietnamese and English

Nationality:

The position is opened for Vietnamese nationals only

Starting date:

September 2021

Project Background

Forecast-based Financing (FbF) is a mechanism that uses climate and weather forecasts to trigger timely humanitarian action, before a hazard hits the exposed population. These actions are automatically funded when the triggering forecast is released. This mechanism has been progressively developed since 2008. Several pilot projects are ongoing, which are contributing to build evidence about the potential to transform the current humanitarian system. Lessons, best practices and

recommendations from these projects are the base for the development of a solid Forecast-based Financing knowledge management strategy. The implementation of the FBF concept in Vietnam started in 2018.

ROLES and RESPONSIBILITIES

The Project Assistant has for main responsibility to support project implementation of the Forecast-based Financing concept in the Vietnam context.

- Ensure that all relevant project documents, experiences and lessons learnt during the project course are well documented and for the use in future VNRC and GRC activities; related project documents (electronic files) are regularly backed up as well as hard copies are properly filed as per GRC HQ guidelines
- Participate in beneficiary data collection, project monitoring & evaluation in the project implementation areas including districts and communes
- Monitor project activities' implementation; collect pictures for reporting to donors, etc.
- Be responsible for reporting, monitoring and evaluation of project activities and financial relevance in accordance with the requirements of donor and Plan Management.
 - Support identification of best practices and compile lessons learned during the preparation phase, activation phase, and evaluation phase of the intervention.
 - Participate in field work activities, field visits and monitoring, work closely other PU team members, partners to deliver the approved project activities
 - Provide translation from English to Vietnamese and vice versa, when requires

Position Requirements

Education	Required	Preferred
Bachelor 's degree or equivalent experience in a relevant field, e.g. Disaster Risk Management, Climate Change Adaptation, Environmental Sciences, Economics, health, journalism	x	
Experience	Required	Preferred
Minimum 2 years of experience project assistant	X	
Proven experience in Project Cycle Management with focus on developing monitoring framework and tools, reporting	x	
Proven experience in developing documentations based on lessons learned and best practices		x
Working experience in the field of DRR/CCA/relief/health with state institutions, provincial authorities, none governmental organisations, and international development assistance organisations	x	
Experience of working for the Red Cross/Red Crescent		x
Experience in managing external consultants		x
Experience in organizing and facilitating workshops		x
Knowledge and Skills	Required	Preferred
Excellent communication skills in English and Vietnamese including project reporting and tools development, and ability to engage with a large range of audiences	x	
Strong skill in coordination within internal team and with a large range of external stakeholders	x	
Knowledge of RC/RC movement disaster management approaches and tools		x

Sound knowledge and commitment to participatory approaches in working with communities		x
Proficiency in MS Excel, Word and PowerPoint	x	
Languages	Required	Preferred
Fluently spoken and written English	x	
Fluently spoken and written Vietnamese	x	
Competencies		
Ability and willingness to quickly learn and embrace new approach and concept	x	
Ability to work both independently and as a team-leader	x	
Ability to work under pressure and to ensure quality delivery of results	x	
Flexible and willing to travel during the execution of his/her assignment	x	
Ability in conceptual and strategic thinking		x

Application Procedure

Interested candidates are invited to send their applications by email in English consisting of a CV, a letter of motivation, copies of relevant certificates and references to: grc.vietnam.hr@gmail.com. *Please indicate clearly in your application subject: "Application for Project Assistant".*

Deadline: 26th Aug 2021 at 17:00, Hanoi time

Please note that only applications which are submitted in English shall be considered and that the GRC may start short-listing the candidates before the deadline. While German Red Cross appreciates all responses, only candidate under consideration shall be contacted and invited for an interview.