



JOB DESCRIPTION

Project Officer

Project: Protection of Children in Great Poverty in Ho Chi Minh City, Vietnam, Southeast Asia.

Planète Enfants & Développement (PE&D) is a French NGO that implements projects centred on children, their family and community, with a special focus on women and girls. PE&D is today recognized for its experience in the field of early childhood as well as maternal and child health, social work, protection against violence, vocational training and education. Present in Vietnam since 1992, PE&D has been implementing for more than 15 years education projects for ethnic minority groups in North Vietnam and then moved to the South in 2011 to work on urban poverty issues in HCMC. Projects run from private and public funding sources (specifically the European Union and the French Government Development Agency - AFD).

GENERAL INFORMATION

Project title: “Protection of Children in Great Poverty in Ho Chi Minh City, Vietnam, Southeast Asia”

Duty station: HCMC

Direct supervisor: Project Manager

Work duration: 5 days/week – work at weekends/evenings may be required sometimes

REQUIREMENTS

The project officer completes the PSEA on sexual exploitation.

The project officer ensures compliance at all times with the International Convention on the Rights of the Child.

The project officer always acts in the best interests of children and their families.

The project officer will have to ensure the integrity and confidentiality of the information provided by beneficiaries.

The project officer respects closely the method and procedures of the project.

The project officer complies with internal regulations of the organization.

DUTIES

Mission: Ensure holistic support for the project manager’s organizational plans, analyses, documents, communications, and logistics. Contribute to task management, as well as the monitoring and compliance of plans.

Under the supervision of the Project Manager, the Project Officer's main responsibilities include:

1. Organization:

- Support the overall project implementation, including coordinating and communicating with relevant stakeholders in implementation of activities.
- Organize the logistics for training sessions and workshops, including materials, visual aids, venue bookings, and other necessary arrangements.

- Support in purchase procedures, preparing and collecting financial documents in accordance to PE&D financial policy.
- Assist in monitoring the project plan, tracking progress, and collaborating with the team on corrective actions.
- Contribute to project monitoring and evaluation (M&E) by supporting local team in data collection, data input, completing the M&E framework, checking case profile and reporting.
- Do verbal and written translation from Vietnamese to English and vice versa, as needed by the project team, HQ, and partners.

2. Documentation:

- Prepare supporting documents related to project activities.
- Arrange, update, and manage project filing and document storage systems.
- Assist in writing project proposals for donors.
- Contribute to developing activity reports, narrative reports for HQ, local authorities, and donors.

3. Communication

- Support the Project Manager in preparing communication strategies and coordinating project communication efforts (events, social media, print, media, etc.).
- Create communication materials and tools.
- Draft articles and case studies highlighting project activities and progress.
- Manage and update weekly communication on project-related social media platforms.

4. Logistics:

- Manage logistics arrangement for implementing project activities
- Collaborate with the project team to ensure timely provision of resources and materials.

5. Others:

- Perform other tasks assigned by line managers.

REQUIREMENTS FOR PROJECT OFFICER

1. Degree (any of the following)

Degree in Social Work or Sociology

2. Experience

- Experience working in a professional setting
- Experience working as a translator
- Experience working for NGOs as Project Officer
- Experience in social work

3. Skills

- Excellent command of English, both written and spoken
- Excellent communication skills
- Excellent team work ability
- Analytical and problem-solving skills
- Ability to work with local authorities
- Computer skills (word, excel, power point...)

4. Qualification

- Well organized
- Self-discipline
- High responsibility
- Accountability

Benefits:

Salary, welfare and work-related benefits will be discussed in the interview and be commensurate with the candidate's experience & qualifications.

Interested candidates should apply by sending their CV and motivation letter to phamthi.minhnguyet@planete-eed.org

Candidates should submit applications by 21 December 2024. Only shortlisted candidates would be contacted for interviews.