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JOB DESCRIPTION

JOB TITLE: Program Officer
STATUS: Full-time | One-year contract
APPROVED BY: Ngoc Pham
Country Director, Vietnam Country Program

DEPT: Vietnam Country Program
OFFICE: Orbis Vietnam
DATE: December 2024

LOCATION

Hanoi

JOB SUMMARY

The Program Officer will be responsible for implementing project activities across various project locations, collaborating closely with local partners. This role requires frequent travel to project sites and daily interaction with local partners to ensure alignment with approved work plans, project timelines as well as project results. Key responsibilities include developing project and financial reports to track progress towards project goals and objectives, participating in all project-related meetings and events to ensure the quality of project implementation.

ESSENTIAL JOB FUNCTIONS / KEY AREAS OF RESPONSIBILITY

- Collaborate with the program team to support the Country Director to develop concept notes and proposals, aligning program strategies with Orbis' global mission and strategic plan.
- Contribute to preparing periodic program workplans and reports, ensuring alignment with organizational goals and objectives.
- Work closely with the MEL Officer to develop monitoring and evaluation protocols to track program progress and outcomes effectively and to design and conduct baseline/endline surveys.
- Oversee the implementation of program activities in various provinces, ensuring high-quality delivery and long-term sustainability in collaboration with local partners.
- Coordinate and provide support to local partners in health care projects implementation and management e.g. comprehensive eye care for community people.
- Collect data and generate periodic program reports documenting field observations, program achievements, and recommendations for program improvement
- Enhance Eye Health communication materials and ensure their dissemination to target audiences.
- Ensure effective documentation and dissemination of programmatic learnings, best practices, and success stories to inform future programming and contribute to organizational knowledge management efforts
- Monitor project budgets and collaborate with the financial team to prepare financial reports to ensure transparency and accountability in project expenditures.
- Cultivate and nurture partnerships with local stakeholders and authorities to support program objectives, actively engage with a diverse range of stakeholders, including government agencies, non-governmental organizations (NGOs), community leaders, and donors, to foster collaboration and support for program objectives.
- Other tasks as required.

REPORTING & WORKING RELATIONSHIPS

The Program Officer reports directly to the Cybersight Manager and works closely with various internal and external stakeholders. Internally the Program Officer collaborates closely with other program staff, Country Director and the MEL Officer to develop and oversee data collection and



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reporting processes, capturing lessons learned, additionally to develop survey tools, analyze data, and conduct regular monitoring and evaluation visits to the field, providing recommendations to enhance program outputs and outcomes. They also liaise with local, international partners, and Orbis International.

QUALIFICATIONS & EXPERIENCE

Bachelor's degree in a relevant field (e.g., public health, health sciences, international development, social sciences, project management).

A minimum of 3 years' hands-on experience in program coordination and project management.

OTHER SKILLS & ABILITIES

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) for creating professional documents, spreadsheets, and presentations.
- Extensive field experience in rural and mountainous areas, understanding unique challenges and opportunities.
- Willingness to travel regularly to project sites, with 50% of time spent in the field for hands-on oversight.
- Proven track record in the development sector, particularly with NGOs and community groups, committed to social impact.
- Strong knowledge of eye health in Vietnam, understanding the local healthcare landscape.
- Preferred experience in health and education sectors, addressing key social needs holistically.
- Proficient in project management, presentation, and communication skills for effective coordination and stakeholder engagement.
- Knowledgeable in developing and managing monitoring and evaluation plans for program effectiveness and accountability.
- Understanding and sensitivity to poverty-related development and gender issues, fostering inclusivity and equity.
- Fluent in spoken and written Vietnamese and English for seamless communication with diverse stakeholders.
- Flexible, adaptable, and proactive in seeking solutions to challenges.
- Motivated team player who manages individual projects effectively while supporting team collaboration for collective success.

HOW TO APPLY

Interested candidates are encouraged to apply by clicking on the following link: [Apply Here](#)

Application Deadline: Submit your application no later than 10:00 PM on 27 December 2024.

Please note that only shortlisted candidates will be contacted for an interview.

To learn more about Orbis, go to <http://www.orbis.org>

Orbis is an Equal Opportunity Employer.

As a global organization, we welcome qualified applicants from diverse backgrounds, cultures, and marginalized communities who are underrepresented in the international NGO sector who reflect the five Orbis values of Accountability, Commitment, Equity, Innovation, and Integrity.