	MINES ADVISORY GROUP	ISSUE	MAG Vietnam
JOB DESC	Programme Officer	Last updated	January 2025

Job Title: Programme Officer
Department: Program
Position Grade: 9
Reports to: Country Director
No. of subordinates: None
Working time %: 100%
Location: Quang Tri, Quang Binh, Ha Noi

MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

MAG's Values. Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

DETERMINED - we work with purpose

EXPERT - through excellence and expertise we build trust

INTEGRITY - we strive to do the right thing

COMPASSION - people come first in everything we do

INCLUSIVE - we are inclusive, and we value diversity

Job Purpose:

The Programme Officer will provide senior level support to the Country Director (CD) with a wide range of programme management responsibilities. This will include:


- Under the direction of the CD, develop effective relationships and networks with stakeholders, including local, regional and national authorities, donors, partners, the UN and NGOs
- Responsible for grant management, including proposals, reports, success stories and information management as directed by the CD
- Responsible for the management of strategic national and international partners as requested by the CD

Job Description

Representation

- Develop and maintain effective working relationships with all stakeholders in Vietnam
- Ensure all relevant parties are kept informed of MAG activities as appropriate
- As a member of the Vietnam's Senior Management team, inform peer members of any potential problems related to external relationships
- Support the CD in her in-country Public Relations/Communications role.

Grant Management and Reporting

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- Provide day-to-day monitoring of grants, and contracts according to work plans agreed by the CD
- Support the CD to ensure that the country programme strategy objectives are achieved in regards to grant management and preparation of donor reporting.
- Provide timely and accurate information, analysis and reports on current grant and proposal status as required by CD and MAG Manchester.
- Act as the focal point with MAG's national and international partners, in collecting data, providing relevant report and supporting local grantees to ensure that contractual obligations can be fulfilled
- Assist the CD in the monitoring of contracts and MoUs, and in monitoring the progress of projects conducted by grantees of MAG.
- Ensure that all activities are implemented in line with donor requirements and in accordance with MAG, donor, country and international standards, rules and regulations.

Donor and partner related activity

- Coordinate the collection of information, and draft funding proposals for submission to MAG Manchester for approval, as directed by the CD.
- Provide support to the CD and MAG Manchester/Business Development Manager in identifying and collecting information on possible future donors and funding opportunities to support MAG activities.
- Develop project proposals and concept notes aligned with the programme's strategic objectives and donor requirements.
- Support the CD in creating and maintaining relationships with donors, partners and other parties as required.
- Assist in the planning and hosting of programme visits by MAG staff, donors and partner agencies.

Information Management


- Work in close collaboration with the Programme Information Manager and the Communication and Safeguarding Coordinator:
- To develop and maintain systems for recording programme activities and outputs
- To collect data and materials relating to communication spectrum serving for reports' requirements.
- Establish appropriate internal reporting formats and ensure effective internal information flows.

Country Strategy and Business Planning

- Support the CD in formulating the Country Strategy
- Liaise with MAG Manchester to ensure that required general programme and country data is communicated effectively.
- Provide input into regular in-country management meetings.
- Assist in the monitoring and evaluation of programme strategy and activities.
- Support the CD as required in the planning and implementation of research, activities and events within the Country Strategy, including cross cutting themes of equity, diversity and inclusion and the environment.

All staff are expected to undertake the following general duties:

- Work within the framework of the Policy on Personal Conduct
- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.

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- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Qualifications

- Degree or equivalent vocational qualification in a relevant field such as business, international development, project or grant management or a related discipline.

Essential Experience

- Experience of working on development/humanitarian projects
- Experience in grant management, including proposal development, reporting, and information management.
- Experience in working with stakeholders such as local, regional, and national authorities, donors, partners, UN agencies, and NGOs

Essential Skills and Knowledge


- Strong interpersonal and communication skills
- Proposal and report writing skills
- Report writing skills
- Commitment to humanitarian and capacity building principles
- Knowledge of international humanitarian development needs and related issues
- Ability to work to a budget
- Excellent organisational skills with the ability to coordinate activities
- Good literacy, numeracy and IT skills (e.g. Word/Excel)
- Ability and willingness to undertake routine administrative tasks
- Strong command of English

By signing this document, I agree to undertake the above duties on behalf of MAG.

Post holder name	Post holder signature	Date

Accepted and Approved by Line Manager on behalf of MAG

Line manager name	Line manager signature	Date

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