

TITLE: Project Officer	
TEAM/PROGRAMME: Program Operations	LOCATION: Ho Chi Minh City
GRADE: 5	CONTRACT LENGTH: 1 year, with extension possibility based on performance
CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.	
ROLE PURPOSE: The Project Officer is responsible for assigned tasks among the implementation of project(s). She/he will be responsible on implementation of project activities in project location(s) in close coordination with Project Manager and local partners (such as Ho Chi Minh City's Department of Health (HDOH), Centre for Disease Control (HCDC), and Women Union) to ensure project delivery as planned, get its objectives, effective, efficient and cost-effective. The PO will assist to ensure that Save the Children Vietnam activities in the field are consistent with SCI and Members' programming principles and approaches and quality standards, draw on good practices and lessons learned, enable children to attain their rights and are compliant with donor regulations. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.	
SCOPE OF ROLE: Reports to: Project Manager Staff reporting to this post: NA Budget Responsibilities: N/A. Role Dimensions: Internal: Technical Advisors, MEAL team, ACCM team, Supply Chain team, Finance team, Program team. External: Partners, networks.	
KEY AREAS OF ACCOUNTABILITY: Contributions to Country Office Operation: - Engage the learning agenda of the country office. - Implement risk prevention actions those link to project activities. Monitor and alert Project Manager emerging risks and implement risk mitigation activities. - When relevant and required, provide inputs and ideas for need assessment, child right situational analysis. - When relevant and required, provide inputs for Country Annual Plan, Country Strategic Plan and reports. - Provide supports to and or involve in emergency both during assessment stage and implementation of emergency response Project management - Support Project Manager drafting sub-grant agreements. - Follow SC internal approval process and grant management requirements (e.g. kick-off meeting, donor requirements) during projects implementation - Provide inputs to Project Manager to adjust the work plans, budget, and procurement plans if needed.	

- Working closely with partner to implement activities in the field as approved yearly workplans. Those contribute to achievement of project monthly and quarterly operations and quality KPIs.
- Provide inputs to Project Manager for quarterly review of operational, finance, and safeguarding risks and issues, and take actions assigned by Project Manager.
- Monitor and report to Project Manager any emerging issues affecting project implementation in the field. Implement solutions as agreed with Project Manager.
- Work with related technical Advisors to implement related project activities.
- Provide inputs to Project Manager in writing project report. Work with Project Manager to address any issue related to reporting to members and or donors.
- With supports and guidance from Project Managers and TAs, responsible to work with partners to make sure project technical requirements well implemented in the field.

Research, Evaluation, Accountability, Learning and Monitoring (REALM)

- Timely and accuracy update of project data on PRIME assigned by Project Manager (Log-frame, DIP and MEAL plan).
- Regularly using project QBs collect data as required. Working with related MEAL staffs to implement MEAL plans.
- Support project partners in monitoring and supervising activities to ensure the progress and quality of project implementation
- Provide inputs from the field for project review and update, and bring lessons learned to share and discuss with partners.
- Implement, monitor, and report to Project Manager the accountability system in the field.
- Collect feedback from people and group (beneficiaries) and project stakeholders and report to Project Manager.
- Update and file project files rightly in the Sharepoint (internal filing system of SCI).

Program and Project Development

- When relevant and required by Project Manager, provide inputs and ideas, including lessons learned, for project concepts, and proposal, data for project location selection, and project draft budget.
- Acting Project Manager when assigned.

Staff Management

- N/A

Financial Management

- Working with partners to make sure that project activities implemented in the most cost-effect way.
- Provide input to Project Manager for budget phasing and monthly forecast.
- Monitor and work with partners to make sure that projects expenses partners are in accordance to SCI and donor's policies and procedure.
- Monitor and work directly with partner to make sure that SCI finance and procurement policies and procedures are strictly followed. Report to Project Manager any suspected violation of SCI finance and procurement policies and procedure.

Representation, Partnership and Networking

- When relevant and require, provide project information to COM team, for communication purposes.

- Support Project Manager in establishing coordination and maintain strong relationship with direct project implementing partners for smooth project implementation.
- When relevant and require, joint partner assessment and implement activities to support partners' capacity.
- Work with partner to make sure that that government laws, policies and procedures are complied with during project implementation. (e.g. MoU, project approval from local authority)

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity.

QUALIFICATIONS

- At least Bachelor's degree in finance, insurance, business, or related field.
- Good at project management and project implementation with partners
- Good at working with partner in the field.
- Good at child – centred approaches.
- Good at finance management
- Good at risk management

EXPERIENCE AND SKILLS

Essential

- Experience working in financial services/insurance companies in one or more of the following areas: producing development or strategy; Business development and distribution technology.
- Experience in/ with the private sector.

- Minimum of three years' experience working with an INGO environment, including experience in directing and implementing programs, with at least three years in similar positions
- Relationship building and partnership development skills. Experience in working with multi-stakeholders.
- Skills in facilitating trainings, workshops.
- Good interpersonal skills, with a demonstrated ability to respond effectively to challenges, and work effectively in a cross-culture environment.
- Good project cycle management skills, including project reporting.
- Good understanding of challenges facing vulnerable children and communities in Vietnam.
- Good communication and negotiation skills both verbally and in written form in English and Vietnamese
- Commitment to humanitarian principles/accountability frameworks, especially for work with vulnerable populations.
- Ability to work effectively with people of diverse backgrounds, to motivate and inspire team work;
- Ability to analyze information, evaluate options and to think strategically.
- Commitment to and understanding of SCI aims, values and principles including rights-based approaches.

Desirable

- Flexibility and a sense of humour – ability to work, live and thrive in challenging circumstances.
- Have a very high level of personal and professional integrity and trustworthiness.
- Be both self-confident and humble.
- Experience of working with local government and partners.
- Experience of working in an emergency setting and/or commitment to build that capacity.
- Thrive in a fast-paced and fun environment.
- Good understanding of the local regulatory framework.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by:

Date:

JD agreed by:

Date:

Updated By:

Date:

Evaluated:

Date:

