

JOB DESCRIPTION

VACANCY INFORMATION			
Job Title	Project Officer	Manager Name/Title	
Grade level		Department/Office	
		Work Location	Danang City

ABOUT MEDIPEACE

Medipeace is an international NGO founded in South Korea in 2009, operating in multiple countries including Vietnam. We work in the fields of public health, mental health, disability rehabilitation, and migrant health. Medipeace does not provide direct treatment but strengthens local health systems through community-based rehabilitation (CBR), capacity building, and technical cooperation with local partners..

- **Mission:** Creating a world where everyone has equal rights to health
- **Vision:** To be a leading NGO backed by expertise in healthcare, solidarity, and community trust.
- **Principles:**
 - Medipeace is not a one-way assistance organization; it is a solidarity partner, working together toward a shared goal.
 - We do not provide direct medical treatment but instead contribute to building sustainable healthcare systems.
 - Providing healthcare saves lives; building health systems saves entire communities.
- **Main Areas of Work:**
 - Community-Based Rehabilitation (CBR) for children with disabilities.
 - Public health capacity building and local health system strengthening.
 - Mental health and psychosocial support for vulnerable groups.
 - Disability inclusion, advocacy, and community awareness.
 - Disaster risk reduction and inclusive emergency response.

OVERALL PURPOSE OF THE POSITION

The Project Officer (PO, Code level C2) is responsible for the effective implementation, coordination, monitoring, and reporting of Medipeace projects in Vietnam. The position works closely with local partners, authorities, and Medipeace headquarters to ensure activities are delivered on time, within budget, and in line with organizational and donor requirements. The PO also supports the supervision of project assistants and contributes to communication and documentation efforts.

GUIDELINES ON KEY REPOSIBILITIES BASED LEVELS (Code 1 - Code 4)

This job description is designed to be applicable for Project Officer levels from L1 to L5. The differences between levels are reflected in the complexity, responsibility, autonomy, and scope of influence expected from the position for each task.

Below is the general competency scale to determine the performance level for each grade:

Level	Year of experience	Competency Description
C1	2 years	Plan, implement, monitor, and report on assigned activities. Proactively coordinate with colleagues and partners to ensure progress and quality.
C2	3-5 years	Manage projects comprehensively. Lead detailed planning, budget management, progress monitoring, quality assurance, and result reporting. Serve as the main technical focal point for components, participate in impact analysis, and propose strategic adjustments to superiors. <i>(Equivalent to: Project Leader)</i>
C3	5 years	Lead a project team to implement complex programs. Effectively coordinate with stakeholders (partners, government authorities at various levels, donors). Participate in program strategy development, new project design, and take responsibility for overall quality and program sustainability. Represent the organization at forums and technical workshops. <i>(Equivalent to: Coordinator)</i>
C4	5-10 years	Formulate long-term strategies for programs/country operations. Lead mid-level management teams, develop staff capacity. Build strategic partnerships with donors, government agencies, and international organizations. Take responsibility for overall effectiveness, sustainability, and development of the entire program/country operations. <i>(Equivalent to: Manager)</i>

KEY RESPONSIBILITIES (Code level C1-C4)

The responsibilities listed below represent the general scope of work for this position. The level of responsibility, complexity of tasks, and degree of autonomy may vary depending on the assigned Code level (C1–C4).

1. Project Implementation and Coordination

- Implement project activities based on the Project Design Matrix (PDM) and approved work plans.
- Conduct needs assessments (consumables, equipment, services, training) and analyze results to guide project adjustments.
- Organize and supervise community-based rehabilitation (CBR) activities, training programs, and awareness campaigns.
- Manage pre- and post-satisfaction surveys and analyze results for continuous improvement.
- Ensure timely achievement of project performance indicators.

2. Budget Execution and Financial Management

- Maintain daily project accounting ledger and track budget execution.
- Collect and archive proper evidence documents for all project expenditures.
- Prepare monthly spending resolutions and expense settlement reports.
- Monitor and manage budget changes on a semi-annual basis.
- Predict operational costs and develop monthly/annually budget execution plans.

3. Monitoring, Evaluation, and Reporting

- Monitor project progress and budget execution rate weekly.
- Conduct semi-annual project monitoring and evaluation.
- Prepare and submit high-quality semi-annual and annual project reports.
- Document lessons learned, success stories, and field data for reporting and communication purposes.

4. Fundraising and Communication Content Development

- Develop fundraising content and draft newsletters on a monthly basis.
- Coordinate and implement annual field visit programs for donors or headquarters.
- Support the creation of promotional materials (leaflets, posters, social media content) in line with donor guidelines.
- Collect photos, videos, and beneficiary stories for visibility and fundraising.

5. Local Networking and Partnership Development

- Maintain and strengthen relationships with local partner organizations, authorities, and stakeholders.
- Coordinate joint projects and consignment projects with partners.
- Organize project launching and achievement ceremonies semi-annually.
- Explore local and international funding opportunities in coordination with the Country Director.

6. Administrative, Legal, and HR Support (for staff who is in charge)

- Support VISA and work permit management for dispatched Korean staff.
- Maintain and update personnel records for international staff.
- Monitor changes in local laws related to foreign workers, taxation, and NGO operations.
- Manage tax payment and declaration for the organization.

- Handle social insurance registration and salary payments for local staff.
- Support recruitment, onboarding, and attendance management of local staff.
- Ensure corporate registration is maintained and renewed in compliance with local regulations.
- Manage customs clearance for donated or overseas-procured items.

7. Risk Management and Compliance

- Predict potential risks related to tax, legal, and operational issues.
- Ensure all project and office activities comply with local laws and donor guidelines.
- Maintain regular contact with KOICA country office in Vietnam and other donor representatives as needed. *(when get the direction and guidance from CD)*
- Prepare and submit regular reports to local government as required by law *(annual and final report of project activities and disbursement progress)*

8. Other Tasks

- Guide and support large-scale procurement processes (bidding, overseas purchase, etc.).
- Perform other reasonable tasks assigned by the Project Leader or Country Director.

QUALIFICATIONS AND REQUIREMENTS

1. Education

Bachelor’s degree or higher in Global Health, Public Health, Social Work, International Development, or related fields *(A Master’s degree in one of the above fields is highly preferred)*

Background in Community-Based Rehabilitation (CBR), public-private partnership (PPP) or bilateral ODA-funded development projects is preferred.

2. Experience

- From 3-5 years of work experience in NGOs, international cooperation, community development projects or other related fields.
- Experience in research, monitoring, and evaluation of project activities.
- Experience in writing concept notes and proposals, with a solid understanding of the project design process.
- Experience in logistics, procurement, and administrative positions is preferred.
- Practical experience in community organizing, resource development, and stakeholder engagement.
- Experience working with international partners, foreign experts, or donor organizations is an advantage.

3. Skills and Competencies

<i>Knowledge/ Skill/ Capacity</i>	<i>Required Level</i>
Understanding of global health projects	Intermediate
Understanding of WHO’s Community-Based Rehabilitation (CBR) Guidelines	Intermediate

Understanding of Public-Private Partnership (PPP), bilateral ODA-funded development Projects	High
Practical skill for community organizing and social work	Intermediate
Community resource development and organizing competency	Intermediate
Fundraising content development capability	High
Ability to write reports, proposals, and project plans	High
Understanding of Medipeace's structure, vision, and localization strategy	High
Knowledge of local tax laws, labor regulations, and NGO operations	High
Understanding of donor accounting guidelines	Intermediate
Local network management	High

4. Language and Other Requirements

- English: Upper-intermediate to Advanced (spoken and written) – IELTS 6.0
- Willingness and ability to travel overseas and to remote project areas
- Proficiency in MS Office (Word, Excel, PowerPoint) and basic data tools
- Strong organizational, leadership, and problem-solving skills

5. Personal Competencies

<i>Competency</i>	<i>Description</i>
Motivation & Personal Purpose	Demonstrates clear motivation to work in the humanitarian/development sector, aligned with Medipeace's mission
Emotional Resilience	Ability to manage stress, work pressure, and maintain a positive attitude in challenging work environments
Ethics & Integrity	Demonstrates honesty, accountability, and makes decisions based on ethical principles
Conflict Management	Skilled in handling disagreements respectfully and constructively, seeking solutions that benefit all parties

6. Social & Interpersonal Competencies

<i>Competency</i>	<i>Description</i>
Critical Thinking	Ability to objectively assess information, identify core issues, and provide well-reasoned responses

Problem-Solving & Decision-Making	Skills in analyzing situations, proposing solutions, and making appropriate decisions
Adaptability & Flexibility	Ability to adapt to changes, uncertain situations, and new working conditions
Long-term Commitment & Growth Mindset	Orientation toward long-term engagement, learning spirit, and alignment with organizational development

7. Cultural fit & Organization Alignment

<i>Criteria</i>	<i>Description</i>
Fit with Organizational Culture	Demonstrates a positive attitude, sense of responsibility, and willingness to learn
Commitment to Medipeace's Mission	Shares Medipeace's values and vision in the field of health and community development
Team Spirit	Collaborates well, demonstrates patience, solution-oriented approach, and supports colleagues

KEY WORKING RELATIONSHIPS

<i>Contact</i>	<i>Reason for contact</i>	<i>Frequency</i>
Project Officer (<i>Project Leader</i>) /Line Manager	Receive guidance, report progress, seek approvals	Daily
Project Officer/Assistant (Finance)	Supervise, assign tasks, coordinate project activities	Daily
Project Assistant	To coordinate for implementing project activities	Daily
Finance Officer	Coordinate budget, expenditure, and financial reporting	Weekly
Medipeace HQ	Coordinate field visits, provide technical support, update field information	Weekly
Country Director	Receive guidance, report progress, seek approvals	Weekly
Local Partners & Authorities/ Project Implementing Partners	To collaborate in planning, implementing, monitoring and evaluating the project	Weekly
Suppliers & Consultants	Procurement, logistics, quality assurance	Monthly or On Occasion
KOICA/ Donor Representatives/ Experts	Maintain contact, ensure compliance, report progress	On Occasion (<i>as direction and</i>

*guidance from
higher level)*

DECISION MAKING

- Operate within Medipeace policies and guidelines and donor requirements.
- All decisions and actions must be carried out under the supervision and approval of the Line Manager and relevant Headquarters (HO) staff.
- Escalate issues beyond the scope of authority to the Line Manager or Country Director in a timely manner.

APPROVALS

Line Manager Name: Approval Date:

Country Director Name: Approval Date: