



PROGRAMME OFFICER, Monitoring, Evaluation and Learning (MEL) focal point

About the role

An exciting opportunity to support the monitoring, evaluation and learning (MEL) of a wide range of projects that work to improve the lives of thousands of ethnic minority women and men in Vietnam. You will dive deep in MEL and at the same time contribute to the programme implementation and development for CARE in Vietnam.

Key responsibilities

As a MEL focal point for the REMW programme this position will:

- Coordinate the process of collecting, entry and producing MEL related information and data ;
- Conduct project monitoring during field visits and reports to Line manager
- Contribute to project MEL quarterly and activity report writing;
- Update the office-wide research/study plan whenever leading the research, study or assessment; and
- Document project lessons learned through project MEL report.

As a Programme Officer (PO) for CARE in Vietnam, this position will:

- Support & contribute the development of new concept notes and proposals; and
- Support team & partners to conduct activities with technical quality assurance.

Ideally you will have:

- Proven experience on program monitoring;
- Proven skills and experience in facilitating training and capacity-strengthening, including an understanding of adult learning principles and participatory methodologies;
- Demonstrated ability to build and maintain positive relationships with partners; and
- A willingness to learn about CARE, gender equality and women's empowerment.

Why you should apply:

- Ongoing professional and personal development
- A dynamic and innovative environment
- Supportive teams
- A comprehensive benefits package

Application Deadline: 28 August 2018

Base in Hanoi with travels to project locations in Vietnam

Full time 1 year contract, subject to renewal upon mutual agreement.

Interested?

Please send your application that includes cover letter and CV in English to email: Jobs@care.org.vn quoting the position title in the subject line of the email.

CARE International in Vietnam

CARE is an international development and humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. We work in over 93 countries around the world. CARE International has worked in Vietnam over the past 29 years in over 300 projects throughout the country.

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

“Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. As well as pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Manager.”