



JOB DESCRIPTION

JOB TITLE: Programme Officer (PO) – Socially Marginalised People (SMP)	
LINE MANAGER: Programme Team Leader (P-TL)	CATEGORY: 5
WORK LOCATION: Ha Noi – Country Office	TEAM: Programme
DIRECT LINE MANAGEMENT: Nil	FINANCIAL RESPONSIBILITY: Projects in charge

INTRODUCTION:

CARE is an international development and humanitarian aid organisation fighting global poverty and injustice, with a special focus on working with women and girls to bring lasting change to their communities. CARE works with communities supporting development efforts and providing emergency assistance. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

CARE International in Vietnam (CVN) is a creative and dynamic organisation which has worked with Vietnamese and international partner organisations since 1989. CARE in Vietnam recognises that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and social and gender injustice which contribute to the exclusion and vulnerability of particular groups in society. CARE in Vietnam's long term programme goals are that Remote Ethnic Minority Women (REMW) in remote areas and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances and have a legitimate voice.

PURPOSE OF THE POSITION:

The Programme Officer (PO) leads the planning, implementation and monitoring of the programme/projects with a particular focus on:

- i. organising in-factory workers and informal migrant workers for collective voice and action of their well-being;
- ii. strengthening financial inclusion for these target groups; and
- iii. public campaign and advocacy on priority issues of the SMP programme.

This PO is also responsible for day-to-day management of assigned projects under the leadership and oversight of SMP Programme Team Leader.

This position is based in Hanoi, with travel to project sites as needed.

MAIN RESPONSIBILITIES AND CONTRIBUTIONS

PROGRAMME DEVELOPMENT:

- Contribute to the development of new concept notes and proposals including analysis, theory of change, approaches.

PROGRAM IMPLEMENTATION AND QUALITY ASSURANCE:

- Support the SMP Programme Team Leader to develop and effectively deliver the annual work plan with technical quality assurance, reflecting SMP programme's priorities and projects' focuses; work in close coordination with other team members and colleagues;
- Lead and ensure the implementation of managed projects in line with CVN's SMP strategy and priorities;
- Carry out the assigned activities effectively with guidance of relevant specialists/ advisors, with a focus on the participation of socially marginalised women;



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- Conduct field visits to project sites and support the roll-out of partners' activities;
- Take a key role in implementing projects/ activities focusing on:
 - i. organising in-factory workers and informal migrant workers for collective voice and action of their well-being;
 - ii. strengthening financial inclusion for these target groups; and
 - iii. public campaign and advocacy on priority issues of the SMP programme;
- Carrying out training activities and/or facilitating relevant sections in training;
- Prepare project reports as required;
- Prepare individual quarterly work plans (including provision of technical inputs to other interventions); and
- Contribute to SMP advocacy work.

CAPACITY BUILDING AND COORDINATION:

- Provide ongoing coaching and mentoring to partners; and
- Work closely with partners in budgeting, planning, implementing and monitoring managed projects.

BUDGET MANAGEMENT

- Ensure the efficiency and proper use of project funds in line with the approved budgets and in compliance with CARE's finance manual and donor guidelines;
- Prepare the project budget estimation and contribute to monthly, annually and ended project financial reports
- Manage and monitor project budgets and budget allocation within assigned projects;
- Ensure the timely and quality preparation of cost work plans;
- Review audit reports and provide any needed feedback; and
- Monitor partner's budgets and acquittals.

MONITORING, EVALUATION AND LEARNING (MEL)

- Ensure the application of programme-level MEL system for all managed projects, in a participatory manner with relevant stakeholders;
- Ensure regular monitoring and evaluation visits in the project sites;
- Support knowledge management, learning and sharing through contributing to key technical documents and reports; documentation; sharing good practice, lessons and knowledge and/or information; and
- Manage reporting schedule, process and quality reports with key stakeholders and ensure they comply with relevant requirements.
- Work with programme MEL focal point to ensure inputs of project MEL to SMP programme MEL system.

PARTNERSHIP AND NETWORKING:

- Ensure the effective application of 'partner-led' approach in programme design and implementation;
- Develop/ explore and maintain effective relationships with relevant internal and external stakeholders; and
- Represent CVN to external events as required.

COMMON ACCOUNTABILITIES FOR CVN STAFF:

- Proactively manage and participate in the APPA process including annual appraisal, mid-year review and regular 1:1 meeting, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plan as ways of improving performance and outcomes;
- Engage in emergency preparedness and be ready to join emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies and procedures;



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- Uphold and promote CARE's commitment to Child Protection and the Protection from Sexual Exploitation and Abuse.
- Demonstrate an ongoing commitment to gender equality, diversity and child protection; and
- Comply with CVN's financial and operational requirements, foster strong communication between operations and programme teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS:

- Minimum Technical Diploma or Bachelor Degree in Development or Social Studies or other related fields and/or 3 years relevant work experience preferably with a non-governmental organisational (NGO) and/or a social enterprise;
- Experience in project management including monitoring and evaluation and finance management;
- Experience in public campaign/social movement/community building and/or labour rights issues - experience in working with workers in factory and informal sector, and with the private sector is an advantage;
- Demonstrated ability to build and maintain positive relationships with partners;
- Demonstrated commitment to CARE's approach and values; including understanding and application of gender equality and women's empowerment;
- Demonstrated good interpersonal skills, sound judgment, planning, problem solving and team work skills;
- Demonstrated organisational and time management skills, ability to work under pressure and organise and manage workload to meet deadlines;
- Good communication skills in Vietnamese and English; and
- Intermediate knowledge in Microsoft Office and numeric skills.