



JOB DESCRIPTION

JOB TITLE: Community Capacity Development Officer for Remote Ethnic Minority Women (REMW)	
LINE MANAGER: Portfolio Manager	CATEGORY: 5
WORK LOCATION: Ha Noi – Country Office	TEAM: Programme
DIRECT LINE MANAGEMENT: N/A	FINANCIAL RESPONSIBILITY: N/A

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 Community Capacity Building Programme Officer provides support in the planning, implementation and monitoring of the programme/projects with a particular focus on community capacity building and women empowerment activities for different target groups of the REMW programme.

This position is based in Hanoi, with travel required to other project sites.

MAIN RESPONSIBILITIES

CAPACITY BUILDING AND COORDINATION

- Facilitate, build on and strengthen community, ethnic minority women capacity building activities in the REMW programme;
- Develop, refine and/or compile training materials for the community capacity building activities;
- Plan, coordinate, and conduct community capacity building trainings, workshops with timely follow up, and coaching to the community target groups in the project sites;
- Assist with gender and Women's Economic Empowerment (WEE) training activities for partners and ensure that diversity and inclusiveness of participants is considered;
- Produce report on each training or meeting or field monitoring/coaching, including training participants and their attendance, costs, training contents, training objectives;
- Liaise with and regularly debrief with partners and communities to ensure quality trainings and processes are implemented according to deliverables;
- Provide ongoing mentoring to partners;
- Work closely with partners in budgeting, planning, implementing and monitoring activities/technical areas in charge; and



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- Support the team to maintain detailed records of beneficiary training and meeting attendance and associated costs (travel, accommodation, per diem) as required.

PROGRAMME IMPLEMENTATION AND QUALITY ASSURANCE

- Support Portfolio Managers (PMs) to develop and effectively deliver the annual work plan with technical quality assurance, reflecting REMW programme's priorities and project's focuses;
- work in close coordination with other team members and colleagues;
- Carry out the assigned activities effectively with guidance of relevant specialists/ advisors, with focus on participation of ethnic minority women;
- Conduct frequently field visits to project sites and support the roll-out of partner activities;
- Provide inputs/suggestions relevant to thematic priorities for project planning, implementing and monitoring;
- Work with CARE communication team and partners to document good practices and case studies in the field for replication and advocacy purposes;
- Prepare individual work plans (including provision of technical inputs to other intervention), and participate in team work planning, programme planning and other relevant planning processes;
- Provide monthly updates to PMs; and
- Contribute inputs of technical areas in charge to relevant reports as required.

OTHER RESPONSIBILITIES AND CONTRIBUTIONS

MONITORING, EVALUATION AND LEARNING (MEL):

- Conduct project monitoring during field visits and ensure timely submission of field reports to PMs;
- Contribute to activity report writing and documenting project activities, processes, models/approaches and lessons learned;
- Participate in data collection for project evaluations, research, and case studies;
- Assist in the preparation of donor and other organisational reports and presentations; and
- Participate in quarterly, mid-term, and annual reflection workshops.

PARTNERSHIP AND NETWORKING:

- Proactively engage with partners and beneficiaries to seek their feedback and understand their requirements and to support the PMs to develop and effectively maintain good partnerships.

ADMINISTRATION AND FINANCE

- Prepare personal logistic arrangement including field travel plans, per diem requests, and other logistics in a timely manner and in-line with project budget; and
- Use activities funds in line with the approved budgets properly and effectively and in compliance with CARE's finance manual and donor guidelines.

COMMON ACCOUNTABILITIES FOR CVN STAFF:

- To proactively participate in the APPA process including the annual appraisal, mid-year review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as ways of improving performance and outcomes;
- Engage in emergency preparedness, and be ready to join any 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, and diversity; 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 and/or Vocational Training in Community Development or other related fields and/or 3 years relevant work experience;
- Proven experience in project management with an emphasis on community capacity building and women empowerment activities;
- 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;
- Intermediate knowledge about CARE, gender equality and women's empowerment ;
- Demonstrated good interpersonal skills, sound judgment, planning, problem solving and team building skills;
- Demonstrated organisational and time management skills, ability to work under pressure, and to organise and manage workload to meet deadlines;
- Good communication skills in Vietnamese and English; and
- Intermediate knowledge in Microsoft Office and numeric skills.

APPROVED BY: CD

DATE: