



PROGRAMME OFFICER (PO) - Socially Marginalised People (SMP)

About the role

An exciting opportunity to work directly with programme impact groups and partners to overcome poverty and injustice. The Programme Officer is not attached to a single project or to a specific donor, the person should be ready to lead the planning, implementation and monitoring of the programme/projects with a particular focus on i/sexual harassment prevention at work; ii/labour rights and iii/ public campaign and advocacy on priority issues of the SMP programme.

Key responsibilities

- Support the SMP Programme Team Leader to develop and effectively deliver the annual work plan with technical quality assurance, reflecting SMP program's priorities and project's 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;
- Manage and monitor project budgets and budget allocation within assigned projects;
- Carry out the assigned activities effectively with guidance of relevant specialists/ advisors, with focus on participation of socially marginalised women;
- Conduct field visits to project sites and support the roll-out of partner activities;
- Take a key role in implementing projects/ activities focusing on i/sexual harassment prevention at work; ii/labour rights and iii/ public campaign and advocacy on priority issues of the SMP programme;
- Carrying out training and facilitation relevant sections;
- Provide ongoing coaching and mentoring to partners; and
- Work closely with partners in budgeting, planning, implementing and monitoring managed projects.

Ideally you will have:

- Minimum Technical Diploma or Bachelor Degree in Law/Human Resource/Development Studies and/or 3 years relevant work experience preferably with an Non-Government Organisation (NGO) and/or social enterprise;
- Experience in project management including monitoring and evaluation and finance management;
- Experience in worker and labour rights issues
- Experience of working with factory workers, brands and 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; and
- Demonstrated good interpersonal skills, sound judgment, planning, problem solving and team work skills.

Why you should apply:

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

Application Deadline: 30 Sep 2019

Base in Hanoi with regular travels to project locations, sometimes at weekends

Full time 1 year contract and will be renewed 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 before 9am on 30 September 2019. Detailed position description can be accessed at: <https://www.care.org.vn/opportunities-with-care/>

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.”