

## Project Officer, based in Ha Noi

HELVETAS Swiss Intercooperation Vietnam is looking for a **Project Officer**, based in Ha Noi with frequent travel to Cao Bang and Hoa Binh for the project “**Public Service Provision Improvement Programme in Agriculture and Rural Development**” – a project funded by the Swiss Agency for Development and Cooperation (SDC). The project aims on contributing to province and district wide mainstreaming of participatory local planning, financial decentralization and improved public service delivery in agriculture, in order to reduce poverty and improve livelihoods in disadvantaged areas of Cao Bang and Hoa Binh.

### RESPONSIBILITIES

- Support the Hanoi Coordination Office and provincial partners in the achievement of the tasks according to the Project Document
- Take responsibility for implementation of PSARD Monitoring and Evaluation database and information collection system
- Ensure smooth and effective communication within the project between Vietnamese and English speaking partners at all levels, and between Chief Technical Advisor (CTA) and partners in particular.
- Provide face-to-face support for PSARD PPMU in Cao Bang Province

### SPECIFIC TASKS

- Responsible for collection and collation of relevant data for project M&E including output, outcome and impact monitoring.
- Assist CTA and other team members in Hanoi Coordination Office in supporting provincial partners and achieve project objectives, with a particular focus on intensive support to PPMU in Cao Bang.
- Assist in support and supervision of project activities including commune level Socio-Economic Plan (SEDP) development, Commune Development Fund (CDF) implementation
- Assist CTA in local cross-cultural communication and understanding and others tasks when required. Pro-actively lower or eliminate possible communication and cultural barriers between Vietnamese and English speaking partners at all levels.
- Act as interpreter to the CTA and other partners. Ensure complete and seamless understanding of Vietnamese contributions in meetings, workshops, training courses, study tours and conversations. Translate documents from English into Vietnamese and vice versa as required by the CTA/Coordinators

### REQUIRED QUALIFICATIONS

- University degree and relevant field experiences
- Very good command of Vietnamese and English (spoken and written)
- Working experience in development project is an advantage
- Willingness to travel extensively to remote places.
- Computer literate on MS office software.
- Team oriented spirit with inter-personal and cross-cultural communication skills and outcome oriented spirit. Ability to adapt to fast and dynamic changing context

Interested candidates should send applications (CV plus motivation letters and copies of diplomas) to Ms Nguyen Tu Anh, Human Resource Manager, email: [nguyen.tuanh@helvetas.org](mailto:nguyen.tuanh@helvetas.org) and Mr Dominic Smith, CTA, email: [dominic.smith@helvetas.org](mailto:dominic.smith@helvetas.org) by **20 June 2013**. Please put the email title as “**Application for PO Ha Noi**”. Only short listed candidates will be contacted.