**Field project officers**

Vacancies: 02 (one will base in Quang Tri and another will base in Thua Thien Hue)

Report to: (1) Coordinator; (2) Program officers

Reported by: NA

Collaborated with: (1) Finance team; (2) Program assistants; (3) Communication officer

Main tasks: (1) Overview project activities in the in-charge province, including building partnership with the local stakeholders, and leading quarterly and annual report to the provincial focal department; (2) Monitoring project progress and activities implementation by sub-contractors in the in-charge province;   
(3) Supporting program officers to organize monitoring trips for technical consultants (clinical audit), and/or donor and GNV project owner.

**Tasks description**

* Overview project activities and building partnership with local stakeholders in the in-charge province:
  + Quarterly and annual planning and reporting to the provincial focal department, based on inputs from program officers and sub-contractors
  + Communication with relevant stakeholders/ provincial departments and clearance of administration procedure with them
  + Organize quarterly and annual briefing/ review meetings with local stakeholders and sub-contracts working in the in-charge province, and complete report/minute for project documentation
  + Organize other meetings/workshops/training which are hosted by CCIHP as Prime in the in-charge province
  + Participate in routine meeting/training by CCIHP; and another meeting/training/event by donor or GNV project owner as required
  + Participate in the relevant meeting/event in the in-charge province on behalf of project team and/or CCIHP
* Monitoring sub-contractors’ project progress and activities implementation:
  + Organize and participate in the monitoring trips to supervise sub-contractors:
    - work out with program officers and MEL officers to plan separate trips for field officers on routine activities and progress, for MEL team on data quality assurance, and for technical consultants and program officers on technical quality of the services by sub-contractors
    - proactively communicate with sub-contractors’ representatives in the in-charge province and implement routine monitoring trips; and complete monitoring reports for feedbacks to sub-contractors, project planning with program officers, and project documentation
  + Detect and timely report for solution discussion to program officers/ coordinator/MEL manager on the emerging issues e.g., on approach of project implementation, progress and quality of activities, partnership with local stakeholders, and/or management problems by sub-contractors
* Organize trips for technical consultants, donor and GVN project owner, including communication with local stakeholders and focal department for administrative procedure clearance, contribution to the trip planning, advanced preparation for visiting points with sub-contractors or local partners

**Qualification:**

* Proved logical thinking and well-organized experiences and capacity in province-based coordination and multiple partnered activities;
* Proactive and willing to learn new things;
* Good communicator in both writing and speaking, and especially in working with provincial stakeholders
* Ability to work under pressure and to be flexible to handle multi-tasks
* Having experiences in projects/activities supporting marginalized population or persons with disabilities is an advantage