**Program officers**

Vacancies: 02

Report to: (1) Coordinator on progress of activities; (2) DCOP/ Technical Lead on sub-contractors technical monitoring

Reported by: (1) Program assistants; (2) Field officers

Collaborated with: (1) Other program officers; (2) MEL officers; (3) Finance team

Main tasks: (1) Monitoring sub-contractors activities implementation and milestone deliverables; (2) Supporting coordinator to facilitate quarterly and annual project planning and reporting, and partnership with local stakeholders;

**Tasks description**

Program officers are expected to:

* Monitor the progress of activities planning, implementation and milestone deliverables of the in-charge sub-contractors, including
	+ Tracking activities and deliverables as described in the approved project document and signed contract, as well as the modification along the progress
	+ Facilitating and conducting monitoring trips in collaboration with field officers, MEL officers and consultants (for technical audit)
	+ Supporting technical lead to review milestone deliverables from the sub-contractors and provide feedbacks for improvement, if necessary, before technical approval for payment
	+ Acting as focal person to collect feedbacks/opinions from CCIHP internal teams (technical, finance, MEL) and communicate with the in-charge sub-contractors
	+ Participating in the discussions/ meetings with sub-contractors on their progress and quality of work (together with technical lead, consultants and MEL officers)
* Supporting coordinator to facilitate quarterly and annual project planning and reporting activities. Each program officer is expected to be in charge of 1 province, with the following tasks:
	+ Communication with provincial focal departments via emails, Zalo etc. on the activities related to coordination/ general management by CCIHP/ Prime ()
	+ Quarterly and annual planning and reporting to donor (in English), project owner (GVN agency – NACCET under Ministry of Defense) and provinces (in Vietnamese). This task will be implemented in collaboration with field officers and MEL officers, and will be led by Coordinator
	+ Organizing quarterly briefing meetings between provincial stakeholders and sub-contractors in collaboration with field officers
* Other project management activities:
	+ Participating and supporting organization of management or technical meetings, Mid-term and annual review meetings hosted by donor and/or GVN project owner in the in-charge intervention provinces
	+ Participating and supporting preparation for monitoring trips by donor and/or GVN project owner to the in-charge intervention provinces (in collaboration with sub-contractors)
	+ Participating in the technical and/or sharing events/workshops/training by Prime, donor and/or GVN project owner for implementing partners

**Qualification:**

* Proved logical thinking and well-organized experiences and capacity in project coordination and multiple partnered activities;
* Proactive and willing to learn new things;
* Good communicator, especially in English writing and speaking;
* Ability to work under pressure and good teamwork
* At least 5 years of working experiences since university graduation. The background in public health, rehabilitation, social work or disability, and experience in sub-contractors monitoring or projects supporting persons with disabilities will be advantages
* Ready to take business trip to the intervention provinces
* advantage.