

JOB DESCRIPTION

ACTION ON POVERTY IN VIETNAM

Program Officer

Effective date: January 2025
Contract type: Full-time, definite-term contract (renewable)
Work location: Based in Hanoi, Vietnam with frequent travels to the fields
Reports to: Program and Service Manager

ABOUT US

Action on Poverty (AOP), previously known as the Australian Foundation for the Peoples of Asia and the Pacific (AFAP), is an independent, secular, fully accredited Australian non-profit organisation. AOP empowers local changemakers to break the cycle of entrenched poverty in some of the poorest communities in Africa, Asia and the Pacific. From teaching an Ethiopian family to grow their own food to sending Cambodian girls to school, we target communities with their own vision for change and help them make the largest impact possible.

We have worked in Vietnam since 1989 and proudly registered as the first Australian NGO in the country in 1996. Our programs focus on health improvement, income generation, good governance, social monitoring, food security and climate resilience enhancement. By partnering with a broad range of stakeholders, including governmental authorities, CSOs and local communities, AOP has supported thousands of vulnerable and disadvantaged people living across 20 provinces in Vietnam.

ROLE SUMMARY

The position will be the focal point for developing and implementing community development initiatives, focusing on Community-Based Tourism (CBT), Financial inclusion and other Business models in coordination with the Program and Service Manager. The position will participate in the program design, approaches and processes in relevant areas of expertise. The position will support the overall operations of AOP's programs and projects in Vietnam and assist the implementation of program activities. The position will report to the Program and Service Manager and work closely with the Program team in Hanoi office, playing a key role in delivering the team's objectives.

AUTHORITY

The position has autonomy to make decisions related to all assigned activities within the areas of assigned responsibility, with approval from the Program and Service Manager.

The incumbent is expected to work closely with other team members and request support from other staff to ensure activities are implemented effectively and to a high standard.

KEY WORK RELATIONSHIPS

Internal	External
<ul style="list-style-type: none">Program Management teamProducts teamM&E ManagerAOP staff and personnel	<ul style="list-style-type: none">Communities/ beneficiaries/project participantsLocal partners and governmentServices supplier and contractorsAOP's partners and international staff

MAIN AREAS OF RESPONSIBILITY

Key Responsibilities	Specific Tasks
<i>Program Implementation Support</i>	<ul style="list-style-type: none">▪ Assist the Program and Service Manager with the project planning and implementation. Ensure activities are conducted on schedule, within scope and budget.▪ Ensure project activities and field trips, workshops, trainings or meetings are organized in a timely and appropriate manner, adhering to AOP policies and procedures▪ Carry out required procurement and financial procedures for project activities;▪ Prepare and compile program and project documents as required, including but not limited to activity descriptions and plans, Terms of Reference, field trip reports, program and project related reports;▪ Provide support to project partners and local communities during project implementation▪ Actively participate in internal and external meetings, ie. by taking minutes, or preparing and delivering presentations;▪ Assist with donor visits and donor servicing;
<i>Program Financial Management Support</i>	<ul style="list-style-type: none">▪ Adhere to internal financial procedures to ensure timely completion of activities in line with approved budgets and donor requirements.▪ Collect accurate receipts and supporting financial documentation.▪ Assist in gathering regular financial expense reports for activities.▪ Support the review of partner financial reports to ensure compliance with internal requirements.▪ Follow procurement procedures to ensure the project has the necessary products and services for timely completion.
<i>Monitoring, Evaluation, and Reporting</i>	<ul style="list-style-type: none">▪ Collect and synthesize program/project monitoring data monthly to support the project monitoring system.▪ Prepare project reports as required by donors and other agencies.▪ Assist partners in completing activity reports and other ad-hoc reports.▪ Provide guidance to partners on developing reports that meet AOP requirements.
<i>Other Tasks</i>	<ul style="list-style-type: none">▪ Support colleagues in achieving outputs aligned with AOP's objectives, including assisting with events and initiatives beyond direct responsibilities.▪ All tasks are completed timely in a manner that is responsible, professional, financially sound, participatory, sensitive to local needs, culture and politics and in accordance with AOP policies and procedures

REQUIRED QUALIFICATIONS

Education	<ul style="list-style-type: none">▪ Bachelor degree and/or equivalent professional qualifications in relevant disciplines e.g. rural development, agriculture, economics, development studies, social sciences, education, tourism development;▪ Master degree or additional professional training in relevant disciplines is an advantage.
Work experience	<ul style="list-style-type: none">▪ At least 5 years of experience in relevant positions;▪ Demonstrated track record in the NGO sector, social projects, or community development initiatives is preferable.
Technical knowledge and skills	<ul style="list-style-type: none">▪ Excellent interpersonal and communication skills in Vietnamese and English, both spoken and written;▪ Strong understanding and experience working with communities at grassroot levels, especially ethnic minority groups;▪ Ability to build and maintain a close and trusting relationship with local communities;▪ Sensitivity to cultural differences, ability to work in a wide variety of cultural contexts;▪ In-depth understanding and knowledge of Vietnam ethnic minority cultures, customs and norms;▪ An excellent sense of judgment, treating all people fairly without favoritism;▪ Creativity and innovation in developing solutions for community issues;▪ A good understanding of AOP's thematic areas of work is an asset;▪ Good networking and relationship building skills;▪ A sense of confidentiality and sensitivity while working with diverse stakeholders;▪ Proficiency in office applications (Microsoft Word, Excel, PowerPoint, OneNote, Teams, PDF editor) and cloud-based solutions (Office 365 environment);▪ Well-organised, resourceful with good planning and problem-solving abilities;▪ A team player who is flexible, quick-thinking and able to work well under pressure;▪ Willingness to travel to project areas on a regular basis.
Languages	<ul style="list-style-type: none">▪ Fluent English and Vietnamese, both spoken and written.
Attitude	<ul style="list-style-type: none">▪ Detail-oriented and careful;▪ Diligent, proactive and independent;▪ Patient, friendly and supportive;
Adherence to	<ul style="list-style-type: none">▪ Poverty and injustice eradication;▪ Gender equality;▪ Child protection.

HOW TO APPLY

Interested candidates are invited to submit their CV and cover letter in English with the subject line of “Program Officer Application – [Your name]” to recruitment@actiononpoverty.org by/before 20 January 2025. While we appreciate all responses, only shortlisted candidates will be contacted.

AOP in Vietnam is an equal opportunity employer and a child-safe organization, AOP does not discriminate on grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation. All employees, volunteers and interns are required to comply with AOP Policies. The successful candidate will be subject to reference checks, a police check and a working with children check.