



## ***Drive Climate Resilience at the Grassroots – Join Resilient First as Field Project Officer!***

### **About the role**

The Project Field Officer will play a key role in supporting day-to-day project activities at commune level, working closely with communities, local partners, and authorities. This position focuses on coordinating field activities, supporting community groups and schools, managing logistics and documentation, and contributing to monitoring, learning, and reporting.

The role requires frequent field presence and close engagement with women, ethnic minorities, and other vulnerable groups to ensure inclusive and effective implementation.

### **About Resilient First project**

The Resilient First project (2023–2028), funded by Irish Aid, aims to strengthen the climate change adaptive capacities of vulnerable communities in Quy Duc, Thuong Coc, and Quyet Thang communes of Phu Tho Province. It builds the capacity of communities, local authorities, and schools to respond to climate risks, and empowers vulnerable women to pursue resilient livelihoods.

### **Key responsibilities**

#### **1. Field implementation & community engagement (approx. 40%)**

- Support planning and implementation of project activities at commune level, including trainings, meetings, group sessions, and follow-up support.
- Coordinate closely with local authorities, Women’s Union, schools, community groups, and project partners.
- Support implementation of resilience school activities in collaboration with teachers and schools.
- Assist in adapting training materials and tools to local context (language, examples, facilitation style).
- Promote inclusive participation, with attention to women, ethnic minorities, and vulnerable groups.
- Support field-level market linkage activities under guidance of technical specialists (organizing meetings, mapping local markets, following up with partners).

#### **2. Field - Related Logistics & administrative support (approx. 30%)**

- Arrange logistics for trainings, workshops, community events, and field visits.
- Support procurement and payment processes in line with CARE procedures.
- Maintain accurate activity records, participant lists, and supporting documents for reporting and audit purposes.

#### **3. Monitoring, documentation & reporting (approx. 20%)**

- Collect monitoring data from field activities (attendance sheets, photos, feedback, activity records).
- Support community feedback and learning mechanisms (e.g. feedback and accountability, qualitative learning).

- Prepare brief activity reports and contribute inputs to monthly/quarterly project reports.
- Flag emerging issues, risks, and recommendations based on field observations.

#### 4. Other responsibilities (approx. 10%)

- Support emergency response activities when required.
- Contribute to cross-team learning and capacity-building initiatives.
- Uphold CARE's safeguarding, gender equality, and safety & security policies.

## Qualifications and Experience

### Minimum Requirement

- Bachelor's or college degree in social sciences, community development, rural development, climate change, environment, or related fields; or equivalent combination of education and experience.
- Minimum 1 year of experience in project implementation.
- Experience working with local authorities and communities, especially in rural or ethnic minority areas.
- Strong skills in facilitation, coordination, logistics, documentation, independent operations and reporting.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Good communication and teamwork skills.
- Willingness to work extensively in the field.

### Desirable Requirement

- Experience in climate resilience, disaster risk reduction, NGO or community-based development projects.
- Knowledge of participatory approaches, gender equality, and social inclusion.
- Ability to speak local languages in Phu Tho (formerly Hoa Binh province).
- Experience with basic monitoring or data collection tools.

## How to apply

We invite **Vietnamese candidates** to submit expressions of interest to join our team. Please email a letter of interest and CV in English language to [vn.m.jobs@care.org](mailto:vn.m.jobs@care.org) by **31<sup>st</sup> March 2026**. As part of our application process, we kindly ask that you include the following in the subject line of your application email: **Field Project Officer for Phu Tho** Application - [Your Full Name].

Since 1989, CARE in Vietnam has partnered with a wide range of organizations to implement over 300 impactful projects across the country. We believe that true sustainable development can only be achieved by addressing the root causes of poverty, social injustice, and inequality. In collaboration with our partners, we are committed to empowering women and their communities—whether smallholder farmers, workers, or owners of micro and small enterprises—by enhancing their skills, confidence, and capacity to engage in economic development, adapt to climate change, and strengthen their resilience to natural or major disasters. Together, we aim to foster a society where development is inclusive, equitable, and accessible to all.

*CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left*

*employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.*

### **Safeguarding & Inclusion**

CARE is committed to **gender equality, diversity, inclusion, and safeguarding**. All staff are expected to uphold CARE's Safeguarding Policy, Code of Conduct, and contribute to a safe, respectful, and inclusive working environment.

**CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.**