

JOB PROFILE

Job Title:	Project Officer (Project Prevention Mother to Child Transmission of HIV/PACT)
Place of Work/Location :	Based in Hanoi with frequent travel to Dien Bien, Yen Bai, Bac Giang and Nam Dinh
Grade:	4
Reports to:	PMTCT Project Manager
Line management responsibility:	Project Assistant
Budget Responsibility:	Available
Child Protection Level:	Level 2

Introduction

Save the Children in Vietnam (SCiV) works to promote every child's rights to survival, protection, participation and development as set forth in the UN Convention on the Rights of the Child. The current programme focuses on the following core sectors: Health and Nutrition; HIV/AIDS prevention, care and support; Education; Child protection; Child-focused emergency preparedness and response; Child rights agenda, including Child Development, Civil society development, Economic opportunities, Child poverty Research, and Advocacy for child-friendly development policy and practice.

Save the Children has secured funds from PACT to support Dien Bien, Yen Bai, Bac Giang and Nam Dinh provinces to implement a PMTCT Project for one year (March 2010- June 2011), with focus on reducing prevalence of transmission of HIV from mother to child.

Job Purpose

This position is responsible to ensure effective implementation and high impact of the PMTCT project in Dien Bien, Yen Bai, Bac Giang and Nam Dinh provinces.

Key accountabilities

1. Project management

- Assist project manager in project management and designing
- Develop detail plan for the project activities.
- Support provincial partners to implement the planned interventions.
- Provide regular monitoring and supportive supervision to project site
- Assist project manager to produce regularly implementation progress reports
- Report on activity implementation to project manager
- Assist project manager in regularly tracking and documenting data, information, and lessons learned for better planning, solutions and advocacy

- Provide inputs for developing new proposals and strategy for the Health and Nutrition Program in SCiV if required
- Assist the project manager in working with local and central partners to adapt and consolidate the current nutrition intervention model to become more effective, feasible, sustainable for scaling up
- Carry out other duties if required by Save the Children in Viet Nam in line with his/her skills, experience and role.

2. Budget management:

- Assist project manager in budget planning, monitoring, recording, and report project expenditure to higher level.
- Provide support, monitoring and supervision to project partners in sub grant management in compliance with the policies and regulations of SCiV's

3. Representation, advocacy and networking:

- Closely work with provincial, district and commune partners for effective implementation of the project intervention
- Build and maintain effective partnership, integration, collaboration and network with other related projects of SCiV and other organizations for effective implementation and high impact of the PMTCT Program in the province she/he is responsible for.

Person specification

- University degree in health, public health or relevant fields
- At least three years experiences of working in public health, preferably in maternal and child health care program
- Skilful in facilitation, training, planning, monitoring, and supervising
- Have experiences in monitoring budget
- Experiences in working with government counterparts and community
- Solid understanding of Vietnamese government system at provincial, district and commune levels
- Good communication skills, and team work
- Good skills in English speaking, listening and writing
- Good computer skills; MS Office. Skilful in use of statistical packages is preferable

Child Protection - level 2