

JOB VACANCY ANNOUNCEMENT

About Research and Training Centre for Community Development (RTCCD)

The Research and Training Center for Community Development (RTCCD), established in 1998, is a science and technology organization under the Vietnam Union of Science and Technology Associations (VUSTA). The RTCCD conducts research, develops community intervention projects, provides capacity building training and supports policy development in the areas of maternal and child health, early childhood development, non-communicable disease prevention and social work. (<https://rtccd.org.vn>)

Position: 01 MONITORING AND EVALUATION OFFICER

Project: Enabling Mountainous and Rural Children from Five Provinces in Vietnam to Grow and Thrive (Short name: EM-THRIVE)

Employment Type: Full-time, Three-year Contract

Report to/under supervision of: Project Coordinator & Project Director

Background

The EM-THRIVE Project is Phase 4 of the Early Journey of Life Project (2014 – 2023) (<https://ejol.vn/>). EJOL is a parenting education program focusing on the first 1000 days of the child's life (from pregnancy to 24 months of age), promoting maternal physical and mental health and child development, and positive parenting skills through behavior-change training classes.

The EM-THRIVE Project will run for three years in 5 provinces of Ha Giang, Soc Trang, Quang Ninh, Binh Thuan and Can Tho. In collaboration with the Ministry of Health, National Expanded Program on Immunization, Provincial CDCs, and Provincial TV Stations, the project will adapt parenting education materials and videos from EJOL training programs into local dialects for pregnant women, parents of children from 0 to 5 and expand the training program's reach.

Job Description

The M&E Officer will play a critical role in monitoring, evaluating on project progress. Key responsibilities include:

- Develop a comprehensive monitoring and evaluation plan based on the Project's Logical Framework and the overall project plan.
- Create and manage a system of M&E tools and indicators.
- Conduct training sessions for project staff and provincial officials on the M&E Toolkit
- Coordinate and implement field monitoring and evaluation activities.
- Provide technical support to provincial official during implementation.
- Manage project monitoring data and ensure proper documentation
- Coordinate with provincial officials to ensure timely submission of reports.
- Screen report data, provide feedback and compile findings for the Project Coordinator and Director.
- Analyze data to identify trends, recommend improvement measures, and assist with reporting.
- Support Project Coordinator and Director in evaluating the Project's effectiveness and impact.
- Perform other M&E tasks as required

Qualifications and Requirements

- Bachelor's degree (Master's degree preferred) in public health, statistics or related fields.
- At least two years of experience in M&E roles for international projects in public health and community development.
- Experience in designing M&E tools and systems
- Strong skills in data analysis, management and reporting.

- Experience in field monitoring and training activities.
- Proficiency in statistical software (SPSS, STATA or R), and Real-time Monitoring Applications (Google Form, Kobo Toolbox, Tableau...)
- Fluently in English (spoken and written).
- Strong teamwork, work independently, problem solving, and organizational skills.
- Ability to work independently and travel to project sites across provinces.

Salary and benefits

- Dynamic and friendly working environment.
- Opportunities for capacity-building activities
- Opportunities for attending international events (short courses, workshops) both in person and virtually.
- Environment conducting for English practicing.
- Annual leaves in accordance with state regulations.

How to apply

Interested candidates should complete the application form and attach a Letter of Interest and a CV in English with two references, and relevant certificates to the provided link below:

https://docs.google.com/forms/d/e/1FAIpQLSeyZEK02cWb_HPgjMebYmsAP-3eintqNgyRInIRgiWh8Jv5Jg/viewform?usp=pp_url

Alternatively, applicants can send the application to email address: office@rtccd.org.vn. Please include “**Application for M&E Officer**” in the email subject line.

Note: Only shortlisted candidates will be contact for an interview, which will be conducted in English

Deadline for submission: 10 November 2024