

## **Job Description**

### **Programme Officer**

#### **Embassy of Ireland, Hanoi**

Ireland's Embassy in Hanoi opened in 2005 and is accredited to Vietnam, Cambodia and Lao PDR. The Embassy's mission is to serve Irish citizens, advance Ireland's interests and prosperity and to promote Ireland's values in its countries of accreditation. As part of an integrated approach to carrying out this mission, the Embassy manages a Government of Ireland funded development cooperation programme, which provides development assistance in Vietnam, Cambodia and Lao PDR.

The Programme Officer is an integral part of the Embassy's Programme Team which manages development projects and programmes across the three countries. S/he will act as focal point on thematic priorities, such as ethnic minorities, governance, nutrition etc. The Embassy is seeking to recruit a Programme Officer on an initial one-year contract.

The responsibilities of the Programme Officer may vary from time to time depending on business needs, but in general are as follows:

#### **Strategy & Planning**

- Contribute to the Embassy's strategic, annual and programme planning, including decisions on programme partnerships and budgets.
- Contribute to monitoring, assessing and reporting progress against the Embassy's strategy and business plan, and contribute to annual reporting.
- Review, analyse and summarise key debates, reports and policy papers related to thematic areas of focus, e.g. gender, climate, etc., and contribute to the development of analysis, lessons learned and strategy papers for these areas.
- Identify opportunities across the Embassy programme for greater consideration of thematic priorities such as gender equality, governance etc.

#### **Grant Management**

- Manage partnerships and projects across Vietnam, Cambodia and Lao PDR in accordance with the Embassy's grant management guidelines. This will include appraisal and monitoring of partnerships, project implementation and results, according to a results-based approach.
- Organise, participate in and report on regular field monitoring of Embassy partners and projects across the three countries. Frequent travel to project locations around Vietnam and in Cambodia and Lao PDR will be required.
- Ensure financial management of and accountability for partnerships and projects. This includes processing payments, appraisal and monitoring of budgets and expenditure, preparation and monitoring of financing agreements.
- Brief management on progress, impacts and risks; follow-up on audit reports and recommendations.
- Maintain all documentation (hard copy and electronically) of programme partners and grants.
- Support the documenting and dissemination of partner results and case studies.

#### **Policy Engagement**

- Build strong and effective working relationships with government officials, civil society, academic and private sector partners across Vietnam, Cambodia and Lao PDR.

- Attend, input into, and report on relevant external working groups, coordination structures and other events. Communicate and promote Ireland's positions at these events. Analyse information presented at these events and recommend the best course of action for the Embassy.
- Actively engage with relevant staff at HQ and in other Irish Embassies on issues relating to thematic and other areas of focus, to ensure consistency and coherence in Ireland's approach and priorities.

### **Wider Embassy Support**

- Support the promotion of Ireland and strengthen links with Irish and affinity diaspora including through networking and attending Embassy events.
- Contribute to the design and implementation of the Embassy's public diplomacy and communications work, including through social media.
- Contribute to the design and execution of the Embassy's trade agenda, including by building relationships with Irish and Vietnamese businesses and state agencies, and by fostering links between the development and trade aspects of the Embassy's work.
- Support consular work as required, including managing the Embassy's public office and interaction with citizens, providing consular services, preparing visa applications and supporting emergency consular assistance.
- Manage or provide support to key Embassy events, especially but not limited to those related to the development cooperation programme.
- Provide translation and interpretation support; provide administrative support including meeting organisation and reporting, scheduling, correspondence and logistics arrangements (including travel).
- Conduct other tasks as directed by Embassy management.

### **Essential requirements candidates must be able to demonstrate:**

- Bachelors level qualification in development studies, social sciences, economics or other relevant discipline
- Strong organisational and administrative skills
- Computer literacy in Microsoft Office applications
- Relevant administrative experience and attention to detail; capacity to focus on priorities and to work to tight deadlines; willingness to take on a wide range of tasks ranging from basic to complex
- Ability to listen, to consult and to share information and ideas; ability to work independently or as part of a small team; good interpersonal skills.
- Willingness to travel frequently as requested; willing to undertake training.
- Fluency in in both English and Vietnamese.

### **Desirable requirements:**

- Knowledge of Khmer and/or Lao languages is an advantage
- Experience in supporting or managing development programmes; experience of working for international organisations or embassies is an advantage