



Partnership for Avian and Human Influenza (PAHI)

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Position and title of post: **Monitoring and Evaluation Officer**
Organisation and Unit: Secretariat of the Partnership for Avian and Human Pandemic Influenza (PAHI), MARD
Duty station: Hanoi, Viet Nam
Duration: 12 work months full time (March 2009 – February 2010) with possibility of extension

ROLE OF THE MONITORING AND EVALUATION OFFICER

- Focal point within PAHI Secretariat for finance and progress monitoring and evaluation of the Integrated National Operational Program on Avian and Human Influenza 2006-2010 (the Green Book) including the implementation of major program reviews

DUTIES AND RESPONSIBILITIES

1. Develop and maintain updated files on all AHI programme and project activities in Viet Nam within the scope of the Green Book, including national and international resource allocations (integrated funding matrix), activity plans, budgets, implementation timeframes, periodic progress reports and monitoring and evaluation reports.
2. Liaise closely with related Government departments in the Ministry of Agriculture and Rural Development, the Ministry of Health, the Ministry of Finance and other ministries and national organisations and international partners as needed to collect accurate information on investments within the scope of the Green Book
3. Consolidate individual funding commitments and allocations, activity plans and budgets of national and international Partners into an overall finance plan for AHI activities in Viet Nam, based on the Green Book, and prepare regular consolidated financial implementation reports against this plan.
4. Contribute substantively to the finalisation and roll-out of the National Avian and Human Influenza Monitoring Framework, including follow-up to national partners and preparation of periodic consolidated monitoring reports based on the Framework once it is approved.
5. Contribute substantively to all steps and aspects of major reviews of the Green Book, from planning through to stakeholder meetings, data collection and analysis, report drafting, workshops, presentation of report contents, documentation of recommendations and dissemination of final documents.
6. Undertake other related tasks as assigned by the Secretariat Manager and the International Advisor.

WORKING RELATIONSHIP AND REPORTING LINES

The Monitoring and Evaluation Officer will report to and work under the supervision of the Secretariat Manager of the PAHI Secretariat.

S/he will work closely with the other staff and International Advisor of the Secretariat, as well as the Focal Points for the PAHI Secretariat assigned within the International Cooperation Departments of the Ministry of Agriculture and Rural Development and the Ministry of Health.

QUALIFICATIONS AND EXPERIENCE

- University degree in economics, finance, public administration or a related discipline.
 - Minimum of 5 working years experience in monitoring and evaluation, development administration, programme management, finance management or a related area.
 - Extensive experience with Official Development Assistance (ODA) projects and programmes, particularly in the health or agriculture sectors. Experience with large national programmes and/or sector-wide programmes preferred.
 - Working knowledge and experience with Government agencies are essential.
 - Fluent written and spoken English.
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