



World Vision International – Vietnam (WVV) invites Vietnamese competent candidates for the following position:

01 PNS Project Officer (Youth Livelihood Development Project)

Regular work base: Quan Hoa ADP, Thanh Hoa province

Interested candidates are invited to apply ONLINE via WORLD VISION VIETNAM'S WEBSITE BY **04 October 2015** - <http://careers.wvi.org/jobs/vietnam/field-operations/wvv-pns-project-officer-quan-hoa-adp/2559>

WORK CONTEXT / BACKGROUND:

In 1997, World Vision Vietnam (WVV) introduced its Area Development Program (ADP). An ADP is a 10-15 year community development program that is an integrated approach to community development, emphasizing the process of community participation, ownership and sustainability, while addressing the macro and micro causes of poverty. ADPs are funded by sponsorship funds, and are a phased approach to development, involving clear and consistent assessment, design, and implementing, reporting, monitoring and evaluation and reflection phases. Each ADP is tailored to the needs of a specific community in alignment with WVV's strategic priorities. WVV works closely with district and commune local authorities and local partners to implement program activities.

WVV's ADPs focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty. Quan Hoa ADP has one ADP manager, one Bookkeeper, one Sponsorship Assistant cum Project Assistant - Child protection and one Project Assistant - Health. A uniqueness of WVV's ADP approach and structure is that team members are based at district level where the ADP is located, which enables them to work closely with government partners and communities on a daily basis.

PURPOSES OF THE POSITION

- To support the implementation of the PNS project “Youth Livelihood Development Project“ in order to improve the economic and social wellbeing of children (focusing on children from 12-18 years old) and their families in four targeted communes, Quan Hoa district, Thanh Hoa province, Vietnam
- To facilitate and overall manage the Youth Livelihood Development Project activities in design, planning, implementation, monitoring and evaluation among the target groups.

KEY RESPONSIBILITIES

Project Design & Budget

- Ensure DME system to enable the project to make a defined and measurable contribution to the improved economic and social wellbeing of children (focusing on children from

12-18 years old) and their families in four target communes. DME process and products are in alignment with LEAP standards and other associated guidelines.

- Implement the projects priorities and approaches based on community and partners' capacities, needs, resources and opportunities and in alignment with national strategies and standards.
- Integrate the cross-cutting themes such as gender, environment, child protection, child participation, disability are into planning and implementation of projects.
- Develop and use monitoring tools to track the progress of project implementation and to capture learning under supervision of the ADP Manager.
- Communicate all monitoring reports to the related project partners at district, commune and village levels to ensure that corrective actions can be taken in a timely manner.
- Revise plans and budgets under the supervision of the ADP Manager in response to monitoring, reflection and learning with community and the project team.

Project Implementation & Management

- Set up and build capacity for project team. Daily management of project activities against approved DIP, strategies.
- Works with the WVV's relevant departments/units (Operations, Finance, Administration, Program Development Support and People and Culture) to establish and maintain management systems and procedures that deliver transparency, accountability and quality implementation.
- Provide technical and contextual input into the design of project, including conducting situational analysis, oversee and analyze baseline data, set objectives and activities to address assessed needs and recommend adjust implementation approaches to attain or maintain the highest quality.
- Work cooperatively with zonal technical cluster officers and external consultants and incorporate their recommendations into the project implementation.
- Overall management for ensuring the Capacity building of local partners/counterparts is done through the provision of training on research, management and training skills in the field of Youth development project to ensure project sustainability.
- Project activities are provided adequate supportive supervision to ensure the quality of activity implementation as technical design.
- Document "good practices" for the process of project implementation which will be mainstreamed to other WVV's ADPs in the future.

Liaison with DOLISA and relevant local partners and NGOs in Quan Hoa to promote Youth Development project interventions at provincial level

- Build and strengthen liaison and effective relationships with DOLISA and other local partners for project's start-up, implementation and coordination in Thanh Hoa province.
- Promotes Youth Development project intervention at provincial level

Reporting

- Periodical reports in line with WVV and donors' requirements
- Make other reports within responsibilities in a timely manner.

JOB REQUIREMENT

The following knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on the job training:

- A Bachelor degree. Major in education, community development, social work and/or business administration is preferable.
- Strong knowledge in interventions of capacity building on vocational/ job orientation training and life skills.
- Strong knowledge in behavior change communication on vocational training/ job orientation and life skills.
- Demonstrated leadership skills, including leading, building, and supporting a team with diverse roles and capacities.
- High networking skills. Ability to think critically and reflect.
- Strong project planning, management, monitoring and evaluation skills.
- Skills in facilitation of development processes, including organization and mobilization of communities and networking among different development partners.
- Strong interpersonal skills and well-developed written and oral communications skills in Vietnamese and English, especially report writing skills.
- Solid computer skills in Word, Excel, Powerpoint and email.
- At least 4 years work experience in community development.
- Experience in education and child participation work with for local stakeholders/partners.
- Experience in livelihood and small business start-up for farmers; Experience in working with ethnic minorities; Experience in program implementation, community mobilization and participatory approach is preferable.

World Vision Vietnam is a Christian non-government organization. Applicants having working experience in a similar kind of organization will be an advantage.

Our contact details are:

People and Culture Department

World Vision International - Vietnam

Address: 4th floor, the HEAC building, 14-16 Ham Long street, Hanoi

Tel: 04. 39439920 (ext.118)

We give equal opportunity to every candidate, regardless of religion, race and gender.

A competitive salary, benefits and career development opportunity will be offered and commensurate with the experience, qualifications and responsibilities.

World Vision is a Christian humanitarian organization which works to improve the quality of life of people, especially children, who are marginalized and living in poverty regardless of religion, race and gender.
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