

WVV ADP Manager - Van Chan ADP

Location: [Asia & Pacific] [Vietnam] [Huyen Van Chan]

Category: Field Operations

Job Type: Fixed term, Full-time

World Vision Vietnam (WVV) invites competent Vietnamese candidates for the position: Area Development Program (ADP) Manager, based in Van Chan district, Yen Bai province.

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 to achieve the sustainable well being of children. ADPs are a phased approach to development, involving clear and consistent assessment, design, 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.

MAIN RESPONSIBILITIES

This position provides overall leadership and management to the program in accordance with relevant strategies (e.g. national strategy, sectoral strategies, disaster preparedness plan, etc.), policies (e.g. Human Resources, Finance and Child Protection policies etc.), standards (e.g. Integrated Programming Model, LEAP, child sponsorship, etc.).

TEAM LEADERSHIP & HRM:

- Incarnational leadership and life style is demonstrated by living as close to the target community as possible;
- The strategic direction is provided for the development of the ADP;
- Team members are closely supervised, coached, mentored and provided adequate feedback to ensure that they have a common focus, are working together, understand the common goals and maintain high quality performance in their work.
- Problems, concerns and issues in the ADP as well as appropriate solutions are identified by working with team members and others as necessary;
- Appropriate staffing levels are analysed and planned for; the hiring of staff is ensured in co-ordination with People and Culture Department(PnC); new staff are provided appropriate orientation;
- The performance management of staff is properly conducted in coordination with PnC;
- Professional development and training needs of ADP staff are identified and addressed in consultation with Zonal Programs Manager and PnC to ensure their commitment, ethical values, interpersonal skills, competency and critical thinking are enhanced to be capable to carry out quality work;
- Ongoing reflection and learning culture are promoted among staff;
- The ADP office is well organized; a working environment of trust, mutual respect, and care among all staff are facilitated.

RELATIONSHIP & NETWORKING

- Effective working relationships with province, district and community officials and members of the Project Management Board (PMB) are built and nurtured.
- Effective partnership and networks with various development partners such as community-based organizations, other NGOs, local businesses are built to avoid duplication and share resources in order to promote the well being of children, especially the most vulnerable;
- Awareness of WVV's Christian, child-focused and community-based philosophy and approach to development are raised among local partners and community.
- Effective relationships with support office are built; vital program information, documentation, stories and reports are provided to support office on a timely manner; support office partners are involved in key events/milestones of the program, with support from Zonal Program Manager or Operation Director for strategic issues
- Opportunities for non-sponsorship funding are identified.
- Visits to the ADP by donors, sponsors, WV staff from other offices and interested parties are effectively coordinated.

PROGRAM MANAGEMENT

- ADP is complied with WVV Integrated Operation Manual.

- The designed activities are implemented by the team in a manner that ensures the attainment of the defined objectives, goals and impact.
- Project design is adjusted as necessary in light of changing context, resources and opportunities, with proper justification and documentation.
- Effective strategic, operational and administrative coordination between all projects within the program is ensured, regardless of funding type.
- All aspects of HEA/disaster management and advocacy are integrated in the program and projects.
- Necessary technical, human, financial resources within WVV and from other stakeholders are mobilised and utilised to support program implementation as appropriate.
- Program budget is responsibly managed to reach the level of funding commitment and/or adequate explanations are provided for any significant variances, while ensuring the highest levels of financial stewardship and integrity. Project overheads are kept as low as reasonable.
- Financial and Program MIS reports are used as management tools for monitoring project progress.
- Meetings with team members and PMB are facilitated regularly to discuss and reflect ADP progress and activities.
- Child Sponsorship is in compliance with Partnership standard and is integrated with development programming in accordance with sponsorship programming guideline.

- Child Protection Policy is understood and followed by staff and efforts are taken to prevent child abuse cases and respond promptly and appropriately to child protection incidents. Awareness for prevention and reporting of child protection incidents are raised within the program area.

PROGRAM DESIGN, MONITORING & EVALUATION (DME)

- DME is ensured to enable the program and projects to make a defined and measurable contribution to the well being of children in working together with local development partners.
- DME process and products are in alignment with LEAP standards and other associated guidelines.
- The projects priorities and approaches are based on community and partners capacities, needs, resources and opportunities and in alignment with national strategies and standards.
- The cross-cutting themes such as gender, environment, child protection, child participation, disability are integrated into planning and implementation of projects.
- Monitoring tools are developed and used to track the progress of project implementation and to capture learning.
- All monitoring reports are communicated to the appropriate persons and followed up to ensure that corrective actions can be taken in a timely manner.
- Plans and budgets are revised in response to monitoring, reflection and learning with

community and the ADP team.

- Evaluations are planned and implemented to provide an accurate picture of progress against objectives.

REQUIREMENTS:

- The following knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on the job training:
- University graduate in any field, preferably in education, health, community development, or social work.
- Have at least 4 years relevant work experience in community development including demonstrated capacity in program management. Experience in program implementation, community mobilization and participatory approach would be an advantage.
- Knowledge and experience in capacity building for local stakeholders/partners.
- Well-developed presentation, negotiation and interpersonal skills.
- Ability to work with a minimum of supervision, exercise judgment, meet deadlines and work under pressure.
- Experience in managing and supervising staff.
- Well-developed written and oral communications skills in Vietnamese and English, particularly report writing skills.

- Good computer skills (word processing, excel and power point).
- Experience of working with ethnic minorities is preferred.
- Willingness to work at the project sites (district level) with frequent travel.

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

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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.