

Special Project Assistant (PNS Project of Yen Thuy ADP)

Location: [Asia & Pacific] [Vietnam] [Huyen Yen Thuy]

Category: Field Operations

Job Type: Fixed term, Full-time

INTRODUCTION:

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. Each ADP usually has one ADP manager, one bookkeeper/finance officer, one Sponsorship staff and 3 to 5 other staff who are in charge of Monitoring and Evaluation, Capacity Building, and sectoral projects such as education, health, agriculture and livelihood etc. 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.

Yen Thuy is a semi mountainous and poorest district of Hoa Binh province mountainous district located the west of Hoa Binh City and is 130 km from the Hanoi-based National Office. It takes about 3 hours to travel to Yen Thuy by car.

Over the past 7 years, Yen Thuy ADP has had remarkable contribution to the improvement of spiritual and physical life of poor households, people with disability and children in 4 target communes. The results of Phase I evaluation have shown the great contribution to poverty alleviation through the interventions of developing livelihood, improving educational quality, health care and capacity building for community. In the 2nd Phase (2016-2018) Yen Thuy ADP have 5 projects: (i) Nutrition, (ii) Education, (iii) Child Protection, (iv) Resilience and (v) Sponsorship relation. Resilience project includes 3 components which are Livelihood, Capacity Building and Disaster Risk Reduction.

The Value Chain Development PNS project will support linkage between producer groups and local suppliers, so as group members can buy in bulk with discounted price, get the supplies delivered at their village, get their livestock vaccinated in a mass scale to increase the effectiveness and cost efficiency of vaccination. By collective buying, groups can secure supply of high quality at cheaper retail price for their production on time. The project will support to establish and functional local business and market facilitation team (BMFT). BMFT will be supported to organize some training for producer groups / HHs, implement the

initiatives of market linkages with producer groups, by the groups and for the groups. The PNS project also will aim at increasing quantity and quality by improving production techniques, including the production and use of organic fertilizer, application of Climate Change Adaptation (CCA) techniques, and Natural Farming method. Moreover, the project also helps to reduce losses and damages during production process and after harvest, and increase capital turnover and profit margin through better production timing and product sales timing.

PURPOSE OF POSITION:

Under the supervision and support of the ADP Manager, to provide management to a specific project of ADP to achieve stipulated objectives in accordance with relevant sectoral strategies, policies (e.g. Finance and Child Protection policies etc.), and standards (sectoral standards, LEAP, etc.).

KEY RESPONSIBILITIES

Relationship & Collaboration

- Effective partnership with Program Management Boards, Village Development Boards, Leaders of villages, Community Based Organization, agricultural partners from district to commune, veterinarians, agricultural extension workers Hamlet Facilitators is built and nurtured.
- Good collaboration with other project staffs in ADP, especially Project Assistant - Livelihood to ensure good integration of other ADP projects is demonstrated.
- Effective assistance is provided to ADP Manager in receiving visits from Donors, sponsors, WV staff from other ADPs /National Office and other interested parties.
- Assistance is provided to ADP Manager in building effective partnership and networks with relevant development partners, especially in District level to facilitate establishing and functioning Business Development Team effectively.
- Assistance is provided to ADP Manager in raising awareness of WVs Christian, child-focused and community-based principles approaches to development among local partners and community.
- Good cooperation with National Coordinators and Cluster Officer staff in Agriculture and Economic Development is maintained to ensure the sufficient technical inputs for project implementation.

Project Activities Design and Planning, Implementation

- All project activities are implemented and coordinated under the Logframe/ Design Document of Yen Thuy Local

Value Chain Development Project, in alignment with WVV Economic and Agriculture Development Strategy.

- Coordinate and involve ADP staff, project partners and consultants to develop specific POA, plan, implement, monitor and evaluate project activities according to the projects plan and to ensure relevance, effectiveness, efficiency, impact and sustainability of the project;
- Technical Economic and Agriculture Development materials and data are searched, collected and used for the project objectives;
- Assistance is provided to the ADP Manager in project planning, implementation and review by developing and ensuring quality, realistic plans of action, budgets, and monitoring and evaluation of activities, outputs, and outcomes. This will be done in alignment with WVs Learning through Evaluation with Accountability and Planning (LEAP) Framework.
- Community project ownership is facilitated by conducting community participation activities to ensure that the resources of the project will create direct benefit to community members, especially towards households in difficult circumstances, such as poor households, women-headed households, having people with disability, having malnourished children.
- Project implementation is carried out in close coordination and relation with other projects in the ADP, especially on livelihood/nutrition to ensure integration;

Monitoring, Evaluation and Reporting

- Projects progress is kept track and information is updated in liaison and collaboration with other relevant partners at commune and district level.
- The findings in the reports are followed up to ensure that corrective actions are taken in a timely manner.
- Periodical reflections with local partners/community on project impacts, which are towards the planned outcomes/objectives, are carried out.
- Assistance is provided to the ADP Manager developing project reports, including periodical narrative progress reports according to LEAP.
- Good practices and lesson learnt of the project are documented and replicated.
- Perform other administrative tasks as assigned by ADP Manager

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:

- Bachelor degree in agriculture or economic development
- Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes;
- Community mobilisation skills, including networking/coordination among different local partners;
- Demonstrated training and group facilitation skills;
- Good time management and organizational skills;
- Good interpersonal and communications skills;
- Fair English, especially report writing reading and speaking skills;
- Good computer skills in Word, Excel, PowerPoint and email;
- 1-2 years of work experience in agriculture and/or economic development project. In particular, having experience in project applied value chain, access to market; having experience in training on agro-business will be advantage.
- Experience in INGO-funded project planning and implementation.

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:

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