

**SAVE THE CHILDREN**  
**ROLE PROFILE**

FIELD PROJECT OFFICER	
<b>TEAM/PROGRAMME</b> Sponsorship	<b>LOCATION</b> Lao Cai Province
<b>GRADE:</b> D	<b>POST TYPE</b> National
<b>CHILD SAFEGUARDING</b> Level 4 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people	
<b>ROLE PURPOSE</b> Support Sub-Impact Area Coordinator to manage and ensure implementation of high quality program of SCI, particularly Education; effective Sponsorship Field Operations and productive partnership in Lao Cai.	
<b>SCOPE OF ROLE</b> <b>Reports to:</b> Sub-Impact Area Coordinator <b>Number of direct reports:</b> Volunteers and Interns as required.	
<b>KEY AREAS OF ACCOUNTABILITY</b> Essential duties and responsibilities include the following but not limited. Other duties that are in line with relevant skills, experience and role may be assigned by Line Manager, Sponsorship Manager and SMT's members. <b>1) Program Implementation</b> <ul style="list-style-type: none"> <li>• Develop annual detail activity plan including those sub-granted to partners based on the general implementation plan agreed within SCI and with partners</li> <li>• Coordinate with partners to implement program activities of high quality, timeliness and cost effectiveness, for an overall goal of the program 'Deprived children are able to fully develop through high-quality and sustainable care and education'</li> <li>• Support development of MEAL plan (Monitoring, Evaluation, Accountability and Learning) and collaborate with MEAL focal person in implementation of MEAL plan</li> <li>• Support in capacity building for program staff on technical aspects, becoming focal person in at least one specific aspect.</li> <li>• Work with TAs and other focal persons (when required) to ensures program quality.</li> </ul> <b>2) Sponsorship Field Operations</b> <ul style="list-style-type: none"> <li>• Support community orientation, child enrolment, child eligibility tracking following Child Information, AFU and MYEC.</li> <li>• Management Plan and coordination of Sponsorship operation focal person</li> <li>• Support communications between sponsors and sponsored children in coordination with Sponsorship Communication focal person in Hanoi Office, not limited to delivery and collection of letters, production of marketing materials, etc.</li> </ul> <b>3) Partnership and Capacity Building</b> <ul style="list-style-type: none"> <li>• Maintain strong partnership with local authorities and communities in program sites</li> </ul>	

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- Monitor activity implementation and financial management, including burn rate of partners
- Building capacity for partners on SCI policy and procedure

#### 4) Others

- Network with other NGOs in Lao Cai and other provinces in the North mountainous areas for sharing and learning
- Program reports as required
- Other tasks as assigned by Sub-Impact Impact Coordinator

### SKILLS AND BEHAVIOURS (our Values in Practice)

#### Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values;
- Holds the team and partners accountable to deliver on their responsibilities, giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved;
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding.

#### Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same;
- Widely shares their personal vision for Save the Children, engages and motivates others;
- Future oriented, thinks strategically and on a global scale.

#### Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters;
- Values diversity, sees it as a source of competitive strength;
- Approachable, good listener, easy to talk to.

#### Creativity:

- Develops and encourages new and innovative solutions;
- Willing to take disciplined risks.

#### Integrity:

- Honest, encourages openness and transparency;
- Always acts in the best interests of children.

### QUALIFICATIONS AND EXPERIENCE

#### Essential

- University degree in social science, development studies, business administration, or a related field;
- Good organization, communication and facilitation skills;
- Experience with government counterparts and community-based programs;

