

**WORLD VISION VIETNAM
POSITION DESCRIPTION**



KEY POSITION INFORMATION			
Job Title	Temporary Project Assistant - Health		
Reports To	ADP Manager		
Department/Group	Field Operations	Location	Lang Chanh District

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. 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.

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.).

ROLE DIMENSION / DESCRIPTION	End Results Expected	Time Spent
RELATIONSHIP & COLLABORATION	<ul style="list-style-type: none"> - Effective partnership with relevant sectoral district officers, commune officials, members of VDBs, HFs is built and nurtured. - Good collaboration with other staff to ensure good integration of other ADP projects is demonstrated. - Effective assistance is provided to ADP Manager in receiving visit 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 various development partners, for example community-based organizations or local business. - Assistance is provided to ADP Manager in raising awareness of WVV's Christian, child-focused and community-based philosophy and approach to development among local partners and community. - Good collaboration with SR PA for meeting SSO standards is maintained. - Good cooperation with National Coordinators and sectoral cluster staff is maintained to ensure the sufficient technical inputs for project implementation. . 	10%
SECTORAL PROJECT MANAGEMENT	<ul style="list-style-type: none"> - High level of participation from local partners and community in all steps of project cycle, such as need assessment, planning, implementation and monitoring, is obtained to achieve stipulated project objectives and ownership of community. - Child focused and community based approach is understood and applied in all steps of project implementation. - The integration of the project with other ADP projects as in PDD and on-going projects of the government and other organizations in the ADP areas is implemented. - Capacity Building for local sector partners and project HF network are carried out effectively. - Available/potential local resources are 	50%

	<p>identified and mobilized for project implementation.</p> <ul style="list-style-type: none"> - Good budgeting for project budget lines, including accurate amounts, suitable time frame is incorporated in annual POA. - Acceptable underspending and no overspending of the project are ensured. - RC inclusion in the project is ensured. - Child Protection Policy is understood and followed. - Good practices and lesson learnt of the project are documented and replicated. - The transparency and integrity of all expenses are ensured. 	
<p>PROGRAM DESIGN, MONITORING & EVALUATION (DME)</p>	<ul style="list-style-type: none"> - The real needs of the community in the assigned sector, especially the needs of disadvantaged people and children, are identified in the annual POA development. - Project activities, which are realistic, feasible, suitable to local context and linked with outputs/outcomes planed in the log frame, are designed in annual POA. - The necessary technical inputs for implementation of POA activities are obtained. - Effective monitoring system for the project, including human resource, methodologies and tools, is developed. - The achievement of outputs/outcomes is monitored periodically. - Monthly/ quarterly/ semi/ annual project reports are well prepared and timely submitted to ADP Manager. - The findings in the reports are followed up to ensure that corrective actions can be taken in a timely manner. - Periodical reflection with local partners/community on project impacts, which are towards the planed outcomes/objectives, is carried out. - DME process and products are in alignment with LEAP standards and other associated guidelines. - The cross-cutting themes, such as gender, environment, child protection, child participation, disability are integrated into 	<p>40%</p>

	planning and implementation of the project. - Effective participation in ADP evaluation is ensured.	
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No. Direct Report:	No	Positions Supervised:	No
Other Reporting Relationships			
Financial Authority	No		
Annual Total Budget	As per the approved POA and Log frame		
Decision Making Authority	Within WVV Policies and Guidelines		

Important Functional Relationships:		
Contacts	Reason for Contact	Frequency of Contact (Daily, Weekly, Monthly)
ADP Manager	Overall guidance and support on program operation.	Daily
ADP Team Member	Collaboration	
Government Partners (sector district officers, D.PMB, C.PMBs & VDBs)	Project Operation including Assessment, Design, Implementation, Monitoring and Evaluation.	Daily
National Coordinators/sector cluster staff	Technical Support	Weekly
Hamlet Facilitators/Volunteers	Project Operation including Assessment, Design, Implementation, Monitoring and Evaluation.	Daily

Major Challenges:	
Challenge	Possible Approaches/Solutions
- The requirement of being based at the project sites in the remote areas, living far away from the family.	- Area Allowance is given to support transportation and accommodation costs. - Staff care activities
- Work under high pressure with continuous changes and new initiatives to adopt.	- Be trained on Change Management Skills, Time Management and Planning Skills.

Knowledge, Skills, Abilities: <i>(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)</i>		
Education	- A Bachelor Degree. - Major in education, public health, community development, social work and/or business administration.	- Essential - Preferred
Knowledge & Skills	- Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes. - Basic knowledge and understanding of key aspects of development work; including health, education, economic development, HIV and AIDS programming, food security, cross-cutting themes (e.g. gender, child protection, environment, disability), and integration of advocacy and disaster management in development programming. - Knowledge of capacity building for local stakeholders/partners. - Skills in facilitation of development processes, including organisation and mobilisation of communities and networking among different development partners. - Demonstrated capacity in project management, with conceptual understanding and required competency in DME functions. - Strong interpersonal skills and well-developed written and oral communications skills in Vietnamese. - Basic English skill. - Solid computer skills in Word, Excel, PowerPoint and	- Essential - Essential - Essential - Essential - Essential - Essential

	<p>email.</p> <ul style="list-style-type: none"> - Ability to think critically and reflect. 	
Experience	<ul style="list-style-type: none"> - At least 1 years work experience in community development. - Experience in capacity building for local stakeholders/partners. - Experience of working with ethnic minorities. - Experience in program implementation, community mobilization and participatory approach 	<ul style="list-style-type: none"> - Essential - Essential - Preferred - Preferred
Work Environment	- Work with a medium of supervision	
Core Capabilities:	<p>Achieving Capabilities: Achieving quality results and service Practicing accountability and integrity Communicating information effectively</p>	
	<p>Self-Managing Capabilities: Demonstrating Christ-centre life and work Learning for growth and development Maintaining work/life balance and effectiveness</p>	
	<p>Thinking Capabilities: Thinking clearly, deeply and broadly Understanding the Humanitarian Industry Understanding World Vision's mission and operations Practicing innovation and creativity</p>	
	<p>Relational Capabilities: Building collaborative relationships Practicing gender and cultural diversity Influencing individuals and groups</p>	

Prepared by P&C :	Date Revised:
Reviewed by Operation Director/Regional Director/ Manager/ADP Manager:	Date:
Agreed by Hiring Manager:	Date: