

ADP Coordinator - Muong Cha ADP

Location: [Asia & Pacific] [Vietnam] [Huyen Muong Cha]

Category: Field Operations

Job Type: Fixed term, Full-time

WORK CONTEXT / BACKGROUND:

WVVs Area Development Programs (ADP) focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty. ADPs are mainly funded by sponsorship funds, and are a phased approach to development, involving clear and consistent assessment, design, implementation, reporting, monitoring and evaluation and reflection phases. Each ADP is tailored to the needs of a specific community in alignment with WVVs strategic priorities. WVV works closely with district and commune local authorities and local partners to implement program activities. A uniqueness of WVVs 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.

By the end of FY13, WVV rolls out new ADP structure to support partnership DPA application, in 21 ADPs. Under each ADP, there are 6-8 staff, including 1 ADP manager, 1 Sponsorship Facilitator, 1 Finance Officer/Bookkeeper, 1 ADP Coordinator and 2-4 Development Facilitators (DFs) who are in charge of all projects and programme activities for around 2 assigned communes/wards in their ADP (from assessment to planning, implementation, monitoring, evaluation and transition). For each cluster (3-5 ADPs), there are 4 technical cluster staff: Health/WASH/HIV/AIDS; Education; Agriculture/Economic Development; DME/Capacity Building. Child participation is a cross cutting theme which should be taken care of by every ADP staff role. DFs will be coached by the ADP Manager programmatically and the technical cluster staff technically. One of the strengths of this structure is to allow better integration of the program toward holistic Child Well being Outcomes.

PURPOSE OF POSITION:

With the new ADP structure, this position is to provide support to Development Facilitators (DFs), Sponsorship Facilitator and ADP Manager in compiling the ADP reports, accompanying visitors, maintaining a routine DME system of the ADP. This position is also to work with technical departments to coordinate training courses or events which are held at the district level and help with other administrative tasks of the ADP.

RESPONSIBILITIES:

COORDINATION

Ensure effective partnership with relevant sectoral district officers. Provide good assistance to ADP Manager in building effective partnership and networks with various development partners at the district level

Maintain good collaboration with DFs and other staff to ensure good integration of other ADP projects at the district level or activities which are carried out across all communes take place in one event.

Provide effective assistance to ADP Manager in coordinating and receiving visit from Donors, sponsors, WV staff from other ADPs /National Office and interested parties.

Provide good assistance to ADP Manager in raising awareness of WVs Christian, child-focused and community-based philosophy and approach to development among local district partners.

Maintain good cooperation with NCs/sectoral clusters in order to ensure the sufficient technical inputs for project implementation at the district level.

Maintain good collaboration with local partners to ensure good training courses and other programme events which are held at the district level.

ADMINISTRATION

Accompany visitors to the project sites, acting as a guide and translator as necessary.

Negotiate and purchase items (where necessary), organize timely delivery and appropriate distribution of the purchased items

Maintain a filing system of all documents pertaining to the ADP, including the filing of program document such as: project design, report, minutes agreed between ADP and partners, survey, evaluation and MIS data.

Prepare and coordinate PMB meeting events.

PROGRAM DESIGN, MONITORING & EVALUATION (DME)

Support the ADP manager in making logistic arrangements for baseline surveys

Support the ADP manager to complete the PDD and log-frame

Assist ADP team in designing and establishing program and project M&E plan and Monitoring System (monitoring tools) in alignment with LEAP/

CWBO;

Assist ADP manager to organize trainings/workshops for staff and Program stakeholders to introduce the DIME system and management information system

Assist DFs, VDBs, HFs, and local partners to collect and analyze monitoring data using the logframe and WVs standardized monitoring tools

Assist the ADP manager in preparing and ensuring ADP monthly, semi-annual, and annual reports are used by the ADP team for decision making and for meeting the partnership reporting standards (LEAP)

Assist ADP manager in managing/updating Monitoring Information System for all projects of the ADP.

Assist the ADP manager and DFs to establish a feedback loop with the community for the application of monitoring results for decision-making;

Document monitoring information and share with other staff/other ADPs when appropriate.

Visit community and project site frequently for monitoring purpose.

Coordinate learning and reflection at ADP.

REQUIREMENTS

Bachelor degree in education, or public health, or community development, or social work or business administration.

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 in capacity building for local stakeholders/partners.

Skills in facilitation of development processes, including organisation, mobilisation and influence of partners (especially at district level) 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.

Good English skill.

Solid computer skills in Word, Excel, PowerPoint and email.

Ability to think critically and reflect.

At least 2 years work experience in community development.

Experience in program implementation, community mobilization and participatory approach would be an advantage is preferred

Experience in capacity building for local stakeholders/partners.

Experience of working with ethnic minorities is preferred

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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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.