

KEY POSITION INFORMATION			
Job Title	ADP Manager		
Reports To	Thanh Hoa Zonal Programme Manager		
Department/Group	Field Operation	Location	Nhu Xuan 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, 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:

Provide 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.).

ROLE DIMENSION / DESCRIPTION	End Results Expected	Time Spent
TEAM LEADERSHIP & HRM:	<ul style="list-style-type: none"> - 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 Human Resources Department (HRD); new staff are provided appropriate orientation; - The performance management of staff is properly 	30%

	<p>conducted in coordination with HRD;</p> <ul style="list-style-type: none"> - Professional development and training needs of ADP staff are identified and addressed in consultation with Programs Regional Manager/Director and HRD 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	<ul style="list-style-type: none"> - 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 Regional Program Manager/Director 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. 	20%
PROGRAM MANAGEMENT	<ul style="list-style-type: none"> - 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 ad 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 	30%

	<p>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.</p> <ul style="list-style-type: none"> - 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)	<ul style="list-style-type: none"> - 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. 	20%

No. Direct Report:	3 to 8 (depending on which phase the ADP is in)	Positions Supervised:	Project Assistants (will become Development Facilitator) Sponsorship Staff Finance Officer/Bookkeeper Program Officer (in light of
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			IPM)
Other Reporting Relationships	Technical Cluster staff who are based in the ADP MFU branch staff (administratively such as their itinerary and leave etc.)		
Financial Authority	As per LOA		
Annual Total Budget	US\$ 200.000 – 400.000		
Decision Making Authority	Within WVV Policies and Guidelines		

Important Functional Relationships:			
List below all the contacts required in this position in order to efficiently accomplish the objective of the position.			
Contacts	Reason for Contact	Frequency of Contact (Daily, Weekly, Monthly)	
Regional Program Manager/Director	Overall guidance and approval on program operation.	Weekly	
Government Partners (mainly PMB)	Program Operation including Assessment, Design, Implementation, Monitoring and Evaluation.	Weekly	
National Coordinators	Technical Support	Weekly	
HRD	Staffing and Recruitment; Employment and Separation; Compensation and Benefits; Staff Care; Training and Development; Performance Management; Grievances and Reconciliation; Corrective and Disciplinary Action;	Monthly or as needed	
Finance Department	Financial Management Policies, Procedure and Reports.	Monthly	
Support Office	Funding, Semi/Annual reports, Program Involvement and Inputs, Technical Support	Monthly	
Sponsors/Donors	Sponsors/Donors Visits	Monthly	
Other NGOs	Co-ordination of activities and plans related to the well-being of children.	Monthly	

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
- Has to be Role model during and after working hours.	-
- 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	- Bachelor degree in education, public health, community development, social work and/or business administration. - Master degree in similar fields	- 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. - Demonstrated leadership skills, including leading, building, and supporting a team with diverse roles and capacities. - Skills in facilitation of development processes, including organisation and mobilisation of communities and networking among different development partners. - Demonstrated capacity in program management, with conceptual understanding and required competency in DME functions. - Strong interpersonal skills and well-developed written and oral communications skills in Vietnamese and English, especially report writing skills. - Solid computer skills in Word, Excel, Powerpoint and email. - Ability to think critically and reflect.	- Essential - Essential - Essential - Essential - Essential - Essential - Essential - Essential
Experience	- At least 4 years work experience in community development. - Experience in program implementation, community mobilization and participatory approach would be an advantage.	- Essential - Preferred

	<ul style="list-style-type: none"> - Knowledge and experience in capacity building for local stakeholders/partners. - Experience in managing and supervising staff. - Experience of working with ethnic minorities. 	<ul style="list-style-type: none"> - Essential - Essential - Essential - Preferred
Work Environment	- Work with a minimum of supervision (the direct supervisor is based in the Regional or National Office).	
Core Capabilities:	Achieving Capabilities: Achieving quality results and service Practicing accountability and integrity Communicating information effectively	
	Self-Managing Capabilities: Demonstrating Christ-centre life and work Learning for growth and development Maintaining work/life balance and effectiveness	
	Thinking Capabilities: Thinking clearly, deeply and broadly Understanding the Humanitarian Industry Understanding World Vision's mission and operations Practicing innovation and creativity	
	Relational Capabilities: Building collaborative relationships Practicing gender and cultural diversity Influencing individuals and groups	

Prepared by HRD:	Date Revised: 01 Feb 2016
Reviewed by Operations Director:	Date:
Agreed by Hiring Manager:	Date
Agreed and accepted by Job Holder:	Date: