

POSITION DESCRIPTION

Position Title:	ADO Provincial Intern (ADO PI)
Department:	Program
Location:	ChildFund Vietnam – Hoa Binh office
Reports to:	Provincial Manager
Employment status:	Full-time

ORGANISATIONAL CONTEXT

ChildFund Australia is an international development agency that works in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children's rights.

ChildFund Australia directly implements child-focused development programs in Viet Nam, Papua New Guinea (PNG), Cambodia, Laos, and Myanmar, and works in conjunction with the ChildFund Alliance global partnership to deliver programs in countries throughout Asia, Africa and the Americas.

Programs are funded by sponsorship contributions, grants, donations and other revenue. ChildFund Australia has an extensive child sponsorship program with more than 55,000 children in 24 countries sponsored by Australians.

ChildFund Australia's goals are to deliver quality development programs that are respectful, responsive and effective.

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in the developing world.

ChildFund began working in Vietnam in 1995 and operates community development programs in the areas of education, water and sanitation, sustainable livelihoods, food security, child rights and child protection and maternal and child health, including HIV prevention.

ChildFund's programs are being implemented across the northern provinces of Hoa Binh, Bac Kan, Cao Bang, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalised sections of the population.

JOB PURPOSE & REPORTING STRUCTURE

The ADO PI reports to the Provincial Manager.

ADO PI works closely with the local administrative staff and other staff members in each Area Development Office.

POSITION SUMMARY

The ADO PI is responsible for assisting the Provincial Manager and other staff at the ADO in maintaining the smooth operation of all aspects of ChildFund's project and Sponsor Relations activities in the assigned province, to ensure that our activities are of a consistently high quality and contributes to ChildFund's vision of improving the wellbeing of children and reducing poverty.

KEY AREAS OF RESPONSIBILITY

Assistance to Project and SR teams in:

Administrative jobs

- Manage the filing system both in soft and hard copies;
- Prepare documents for payment and acquittal including the payment for the field monitoring visit of line manager and colleagues;
- Prepare logistics for workshops organized within project provinces;
- Fax, scan, photocopy and send letters out.

Program & SR Technical jobs

- Provide translation from English to Vietnamese and vice versa (output report, project documents, consultant reports, etc...);
- Support the organisation of project's activities at the field;
- Update and manage children filing system (hard-copy) in accordance with ChildFund Australia's standards and regulations. Support to handle the children letters, gifts and verify children's information, etc.;
- Support SR's annual activities such as: report on significant changes to the status of enrolled children and families within CF's sponsorship program, etc.;
- Other tasks assigned by the Provincial Manager.

Organisational Development

- Actively contribute to the development and promotion of ChildFund values culture and learning approach;
- Contribute to the effective environment of team working of the office as well as of whole organisation.

Relationship Building & Representation

- Establish appropriate information-sharing relationships with staff in similar positions within other INGOs, government agencies and academic institutions in Vietnam and internationally.

REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Organisational Core Competencies

- Commitment to ChildFund Australia's values, vision and mission: demonstrates a strong belief in ChildFund Australia's core purpose, and reflects the values of the organisation in daily activities and behaviours;
- Teamwork: the ability to work cooperatively and flexibly with other members of the team with a full understanding of the role to be played as a team member;
- Communication: the ability to communicate clearly and persuasively verbally and in writing;
- Accountability and integrity: our obligation as individuals to account for our activities, to accept responsibility for them, and to disclose the results in a transparent manner; and
- Adaptability and flexibility: the ability to meet changing conditions and respond to new organisational requirements, with flexibility and resilience.
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Functional/ Technical Competencies

- Understanding of basic office and information systems;
- Ability to undertake detailed activities with a high level of accuracy;
- Good communications skills;
- Good written and spoken English and Vietnamese;
- Creative, forward thinker, hard-working, well-organized and excellent team player;
- Good time management and organisational skills with ability to work to deadlines in well-organized and systematic manner, able to manage multiple priorities;
- Good computer literacy and experience with computerized information (including spreadsheets, databases), familiar with software packages under Windows and E-mail.

Qualification & Experiences

- University qualification in Social development or in relevant field;
- Experience working with international company/organisation would be an advantage.

WORKING CONDITIONS & OTHER ESSENTIAL REQUIREMENTS

- This is a province based, full-time position with occasional travel to ChildFund's project areas within the province;
- Adherence to written confidentiality policy/agreement is required;
- The successful candidate will be offered a one-year contract. Salary will be set according to experience and qualifications, in accordance with ChildFund's salary scale;
- Appointment to this position is dependent upon successful completion of a Police Check and signing of ChildFund's Child Protection policy and procedure Code of conduct;
- Commitment and adherence to ChildFund policies and procedures is required;
- Other working conditions and benefits are outlined in ChildFund's HR, PDR and Operations Manuals.

STANDARD WORKPLACE HEALTH AND SAFETY (OHS) RESPONSIBILITIES

- Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

ChildFund is an equal opportunities employer

People with disabilities are encouraged to apply for the position through ChildFund's competitive hiring process.

Approval by: **Date:**.....
Name: Deborah Leaver
Job title: Country Director
ChildFund Australia Representative Office in Vietnam

Acceptance

I,, would like to confirm that I have read, understand and accept this position description.

Signature: **Date:**.....
[Full name]