

World Vision International – Vietnam (WVV) invites Vietnamese competent candidates for the following position:

01 ADP Coordinator (Ham Thuan Bac ADP)

Regular work base: Ham Thuan Bac district, Binh Thuan province

Interested candidates are invited to apply ONLINE via WORLD VISION VIETNAM'S WEBSITE BY 31 August 2016

<https://careers.wvi.org/jobs/vietnam/field-operations/wvv-adp-coordinator-of-ham-thuan-bac-adp/5454>

INTRODUCTION

WVV's Area Development Programs (ADPs) 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, 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. 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.

The current ADP structure is based on sectoral approach with one staff in charge of one sectoral project. Since FY11, WVV have applied the Development Program Approach and revised its ADP structure. Under each ADP, there are from 6 to 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/ WASAN/ HIV/AIDS; Education; Agriculture/ Economic Development; DME/Capacity Building. DFs will be coached by the ADP Manager programmatically and by the technical cluster staff technically. One of the strengths of this structure is to allow better integration of the program toward Child Well-being Outcomes.

JOB DESCRIPTION

Purpose of Position

With the new ADP structure, this position will provide support to DFs and ADP manager to compile the ADP reports, accompany visitors, maintain a routine DME system of the ADP and work with technical departments to coordinate training courses or events which will be held at the district level and help with other administrative tasks of the ADP.

Key responsibilities:

I. Coordination:

- Develop and maintain effective partnership with relevant sectoral district officers.
- Perform good integration of different ADP project at the district level, in collaboration with DFs and other staff.
- Provide good assistant to ADP Manager in building effective partnership and networks with various development partners at the district level.

- Provide good assistance to ADP Manager in raising awareness of WVV's Christian, child-focused and community-based philosophy and approach to development among local district partners.
- Ensure the sufficient technical inputs for project implementation at the district level, in cooperation with NCs/sectoral clusters.

2. Administration:

- Provide effective assistance to ADP Manager in coordinating and receiving visit from Donors, sponsors, WV staff from other ADPs /National Office and interested parties. Accompany visitors to the project sites, acting as a guide and translator as necessary.
- Negotiate and purchase items (where necessary), organizing timely delivery and appropriate distribution of the items
- Maintain a filing system to accommodate all documents pertaining to the project, including the filling of program document such as: project design, report, minutes agreed between ADP and partners, survey, evaluation and MIS data.
- Effectively prepare and coordinate PMB (Program Management Board) meeting events.

3. Program Design, Monitoring & Evaluation (DME)

- Provide support to the ADP manager to complete the baseline surveys in terms of administrative aspect.
- Provide support to the ADP manager in completing the PPDD and log-frame.
- Design and establish program and project M&E plan and Monitoring System in alignment with LEAP;
- Organize Trainings/workshops for staff and Program stakeholders to introduce the DIME system and management information system.
- Provide assistance to DFs, VDBs, HFs, and local partners in collecting and analysing monitoring data using the log-frame and WVV's standardized monitoring tools.
- Prepare ADP monthly, semi-annual, and annual reports in collaboration with other ADP staff and used by the ADP team for decision making and for meeting the partnership reporting standards (LEAP).
- Update and manage Monitoring Information System for all projects of the ADP.
- Provide assistance the ADP manager and DFs to establish a feedback loop with the community for the application of monitoring results for decision-making;
- Document and share Monitoring information with other staff/other ADPs when appropriate.

JOB REQUIREMENT:

The following knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on the job training:

1. Education:

- University/college graduate;
- Major in education, public health, community development, social work and/or business administration.

2. Knowledge and Skill:

- 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.
- Skills in facilitation of development processes, including organization, mobilization 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.
 - Strong English skill.
 - Solid computer skills in Word, Excel, PowerPoint and email.
 - Ability to think critically and reflect.

3. Experience:

- At least 2 years work experience in community development.
- Experience in program implementation, community mobilization and participatory approach would be an advantage.
- Knowledge and experience in capacity building for local stakeholders/partners.

Our Contact are:

People and Culture Department- Ms Le Thi Thanh Thao

World Vision International in Vietnam

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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.

World Vision is a Christian humanitarian organization which works to improve the quality of life of people, especially children, who are marginalized and living in poverty regardless of religion, race and gender.
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