

Project Manager

World Vision International – Vietnam (WVV) invites competent candidates for the position Project Manager, working for the “EVAC-GMS: Ending Violence Against Children in the Greater Mekong Sub-region”. Work base: Hanoi

Interested candidates are invited to apply ONLINE via WORLD VISION VIETNAM'S WEBSITE BY 11 SEPTEMBER 2016 - <https://careers.wvi.org/jobs/vietnam/field-operations/wvv-special-projec...> See **How to apply** in **English** and **Vietnamese** for your application.

WORK CONTEXT/BACKGROUND

World Vision is a Christian relief and development organisation working to create lasting change in the lives of children, families and communities living in poverty. World Vision serves all people regardless of religion, race, ethnicity or gender. As a child-focused organization, WV's work focuses on children, ensuring they are protected and their basic needs are met. WVV has a total income of around US\$ 19,000,000 (FY16) with funding from 14 support countries in Europe, Asia, the Americas and Australia. Funding of WVV consists of sponsorship program funding (70%) and PNS/grants (30%). WVV employs about 450 staff, of which 99% are Vietnamese nationals.

Currently, World Vision Vietnam is implementing 40 Area Development Programmes (ADPs) which operate in 5 zones: North (Hung Yen, Hoa Binh, Hai Phong and Dien Bien), Yen Bai – Tuyen Quang, Thanh Hoa, Central & Highlands (Quang Tri, Quang Nam – Danang, DakNong) and South (Quang Ngai, Binh Thuan, Ho Chi Minh). WVV's ADPs focus within one administrative district of a province which usually populated by ethnic minority people with high rates of poverty. A uniqueness of WVV's Development Program Approach (DPA) is that ADP 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. Beside the ADPs, WVV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both ADP and non-ADP areas. EVAC's Project Goal: Vulnerable children and youth (girls and boys of 12-24 years) are cared for and protected from child trafficking, abuse, neglect, exploitation, and all other forms of violence, within supportive families and communities.

- Outcome 1: Children and youth, especially the most vulnerable, are empowered with the skills and knowledge to reduce their personal risk to trafficking and related forms of violence.

- Outcome 2: Families and caregivers are provided with access to adequate and appropriate services in order to care for and protect their children.
- Outcome 3: Communities are strengthened and working together to create a safe and protective environment for all children.
- Outcome 4: Systemic barriers are reduced to addressing violence against children, including trafficking.

The project will be integrated in Van Chan, Luc Yen, Muong Cha and Tuan Giao ADPs. There are one Manager, one Coordinator, one DME Officer and one Financial Officer who are based at the national office and 4 Project Officers who are based at ADP level.

PURPOSE OF THE POSITION

1. Lead the Project Team concerned with reducing the incidents of violence against children within Viet Nam and between other countries.
2. Work with WVV Area Development Programs (ADPs) and other projects engaged in addressing violence against children.
3. Work closely with regional staff as well as other WV offices in the region in sharing lessons learned and in facilitating the cross border issues as appropriate.

MAIN RESPONSIBILITY

I. Leadership/Management

- Leadership and management are provided to the Project Team in planning, implementing, and monitoring EVAC outputs and activities as described in the project design and logframe.
- Semi-annual and year-end performance reviews/management are undertaken.
- Team members are developed into effective Child protection professionals to ensure the team is capable of carrying out quality work.
- Work closely with target ADP Managers and staff during the implementation of EVAC. Current target areas include Yen Bai and Dien Bien Provinces.
- Assistance is provided in analyzing and planning for appropriate staffing levels and developing job descriptions for team members and support staff.
- Lessons learned from other EVAC projects are obtained and utilized.

- Serve as a resource for disseminating knowledge and skills to WVV, other WV entities and other agencies.
- Seamless integration of EVAC activities into existing WVV ADPs is ensured.

II. Co-ordination and Relationship

- Effective working relationships with National and Provincial officials and relevant Government of Vietnam ministries are built and nurtured.
- Represent EVAC and WVV in external meetings and act as the contact person with relevant government officials.
- Effective working relationships with EVAC staff in the region and other NOs are built and nurtured.
- Effective links with the wider target community is built in order to raise awareness of WVV's philosophy and approach to development in general and to EVAC measures in particular and foster the ownership and participation of the community in EVAC activities.
- Coordination is fostered and duplication of effort is avoided in the EVAC target areas by interacting with other NGO's, United Nations agencies, and Government/Mass Organizations.

III. Monitoring and Evaluation

- Monitoring Tools for each EVAC output and outcome are developed.
- Information from WVV's Horizon 3 system is used to measure progress, challenge assumptions, and make changes in the project, as needed.
- Semi-annual narrative progress reports are prepared for submission to donors.
- A mid-term project review and an end-of-project evaluation are planned and implemented.
- Lead the team to document best practices of the programme and share to othersProvide support for capacity building for key partners at provincial level through ToT training, advocacy workshops, etc., when required.

IV. Finance and Administration

- Financial policies and procedures are followed and the integrity of financial documents, procedures and reports is ensured by liaising with the Finance Department.
- Financial reports are monitored and used as management tools for evaluating Project progress.
- The Project office is organized and well maintained.

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:

- Bachelor degree in the relevant field, master in social science or related fields is preferred
- At least 5 years relevant work experience including demonstrated capacity in program management and experience in managing and supervising staff, with strong liaison and interpersonal and communication skills.
- Experience in working with INGOs
- Well-developed representation and negotiation skills.
- Strong influencing and cooperation building skills.
- Demonstrated ability to work with a minimum of supervision, exercise judgment, meet deadlines and work under pressure.
- Demonstrated leadership skills including coaching. Should be a manager with ability to facilitate, empower and enable self direction of teams.
- Strong ability to speak, write and read in both English and Vietnamese.
- Understanding of and commitment to World Vision Core Values

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:

People and Culture Department

World Vision International - Vietnam

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Tel: 04. 39439920 (ext.121)

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.