

WORLD VISION VIETNAM

POSITION DESCRIPTION

KEY POSITION INFORMATION			
Job Title	Technical Specialist – Child Protection	Grade	14 (To be confirmed)
Reports To	Interim Technical Program Manager		
Department/Group	Program Quality and Resource Development Department	Location	Negotiable

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 16 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 Programmes (APs) 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 APs focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty. A uniqueness of WVV's Development Program Approach (DPA) is that AP team members are based at district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Beside the APs, WVV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

In alignment with four ministry strategic objectives, WVV has developed 4 Technical Approaches (TA) and designed four Technical Programs (TP) including 1) Nutrition, 2) Education, 3) Child Protection, 4) Resilience and Livelihoods. TPs are national level programs implemented across all APs in the country. They employ evidence-based practices and models previously identified, defined and prioritised through a strategic process and documented in a Technical Approach (TA).

Program Quality and Resource Development (PQRD) Department consists of a Program Effectiveness Unit, Grant Acquisition and Management (GAM) Unit, and four Technical Programs.

PURPOSE OF POSITION:

- To provide assistance to the management of the Technical Program – Child Protection.
- To provide technical expertise and support to ensure the quality of the Technical Program implementation.

MAJOR RESPONSIBILITIES

ROLE DIMENSION / DESCRIPTION	End Results Expected	TIME SPENT
I. Child Protection Policy (CPP) compliance		10%
<ul style="list-style-type: none"> • Provide guidance to APs and special projects to ensure WVV CPP standards compliance. • Convince every six month consultation meeting among National CP steering committee for the update report on CPP compliance and submit the report in a timely manner. • Complete six month update report on CPP compliance under supervision of TP manager. • Manage Child protection incidents, if any. 	Child safe organization is rate at Green	
II. Child Protection and Child Participation (CP&CPa) as a Cross Cutting Theme		10%
<ul style="list-style-type: none"> • Guidelines/ Tools: <ul style="list-style-type: none"> - Standardize a CP & CPa mainstreaming framework/tools/methods/training materials which align with partnership imperatives, best practice approaches, and NO strategic priorities. • Capacity Building and Technical Support: <ul style="list-style-type: none"> - Conduct technical capacity building activities for AP staff, including indoor training, on the job training, coaching and ongoing technical support to ensure that guidelines/tools on CP & CPa mainstreaming are clearly understood, followed and best practices are replicated by AP staff. • Monitoring, Evaluation and Reporting: <ul style="list-style-type: none"> - Promote CP & CPa mainstreaming within all APs by participating and leading sub-team in AP planning and evaluation. - Prepare reports as required • Reflection, Documentation and Sharing of Best Practices <ul style="list-style-type: none"> - Conduct reflection for lessons learnt and recommendation of improvement. - Identify, document and share the best practice for replication 		
III. Technical Guidance		
<ul style="list-style-type: none"> • Provide Technical inputs for TA/ TP Design/ AP Plans on Child Protection. • Standardize Technical Guidelines/Training Materials for the implementation of the Project models. • Standardize DME tools for baseline, monitoring and evaluation of the TP in working with Program Effectiveness team. 	<ul style="list-style-type: none"> • Technical Guidelines are available, contextualized and followed by all relevant APs that implement Health and Nutrition TP. 	10%
IV. Technical Quality Assurance		

<ul style="list-style-type: none"> Review AP Plans, annual POAs and project models to ensure its alignment with National Strategy, Technical Approach (TA), and Technical Program (TP). Participate in annual M&E activities as scheduled by PEU. Provide periodic monitoring, reflection and supervising visits to the APs to ensure the quality of the TP's implementation. Identify and document best practices and good models for purpose of advocacy and replication. Support Interim TP Manager in preparation of TP – level semi-annual and annual reports. 	<p>Quality Assurance Standards about Planning, POA making, Implementation, Monitoring and Evaluation are met by the relevant APs.</p>	30%
V. Capacity Building		
<ul style="list-style-type: none"> Conduct technical capacity building activities for Technical Cluster Officers at zonal level and AP staff including: <ul style="list-style-type: none"> Identify the technical gaps in competencies Develop and implement the capacity building plans Follow up with the learning application by providing coaching and ongoing support. Provide support for capacity building for key partners at provincial level through ToT training, advocacy workshops, etc., when required. 	<ul style="list-style-type: none"> Technical Cluster Officers at zonal level, AP staff and key partners are technically competent to provide support to APs in implementation of the TP. 	20%
VI. Advocacy and Networking		
<ul style="list-style-type: none"> Implement Advocacy Activities of the TP at National level. Support Advocacy events at provincial levels (select, share and promote evidence-based project model for replication by relevant provincial Department). Network with governments, INGOs, Local NGOs, UN Agencies, and Donors etc. Represent WVV at GC and Regional Communities of Practice. 	<ul style="list-style-type: none"> Advocacy activities planned in the TP are effectively implemented. Evidence-based project models are shared in and out WVV Guidelines/lesson learnt of GC and Regional Communities of Practice are refereed during the TP design and implementation of WVV. 	10%
VII. Resource Acquisition		
<ul style="list-style-type: none"> Contribution technical inputs to develop Grant/PNS Concept Notes and Proposals. Provide technical support for design, implementation and evaluation of grant/ PNS projects. 	<ul style="list-style-type: none"> Additional funding resources are acquired to execute the TP. Relevant donor requirements are met. 	10%

No. Direct Report:	0	Positions Supervised:	0
Other Reporting Relationships	N/A		

Financial Authority	N/A
Annual Total Budget	N/A
Decision Making Authority	Within WVV Policies and Guidelines

Important Functional Relationships:		
Contacts	Reason for Contact	Frequency of Contact (Daily, Weekly, Monthly)
Operations Directors and Zonal Managers and AP Managers	Technical Support to program activities to ensure quality and strategic alignment of the interventions	Weekly
Technical Cluster Officers at zonal level, AP staff	Capacity Building/Training and Technical Support	Weekly
Program Effective Team	Assessment, design, AP Planning, log-frame, reports, monitoring, reviews & evaluations of the interventions Cross Cutting Themes mainstreaming in TPs	Monthly
GAM	Proposal, Funding	
Advocacy team, and other TPs	Integration of the intervention	Monthly
Regional Technical Specialist; Communities of Practice	Best practices, lessons learned sharing	Monthly
Government partners and other NGOs	Networking	Monthly

Major Challenges:	
Challenge	Possible Approaches/Solutions
- This job requires travel to remote project sites with difficult conditions.	- WVV Travel Security and Per-diem Policy

- Ability to manage competing demands from a variety of sources.	- Be trained on Time Management and Planning Skills.
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Knowledge, Skills, Abilities:
(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)

Education	<ul style="list-style-type: none"> - Bachelor degree in the relevant field - Relevant Master degree is an advance.
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Knowledge & Skills	<ul style="list-style-type: none"> - Strong relevant technical expertise - High level of diplomacy, communication, negotiation and persuasion and advocacy skills. - Proven ability to provide coaching and deliver other capacity building activities. - Ability to provide supportive supervision to assure the interventions' quality. - Ability to document and share best practice for replication. - Good data analysis and reporting skills. - -Good proposal writing skills. - Strong ability to speak, write and read in both English and Vietnamese.
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Experience	<ul style="list-style-type: none"> - Five years' relevant experience in technical areas. Experience in programme quality support and staff training/coaching is preferred. - Experience in working with INGOs - Experience in advocacy. - Experience in Resource acquisition
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Work Environment	<ul style="list-style-type: none"> - Minimum supervision; - Relate with people across a wide social range (i.e. project participants, Government partners and WV staff).
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Core Capabilities:	<p>Achieving Capabilities:</p> <p>Achieving quality results and service</p> <p>Practicing accountability and integrity</p> <p>Communicating information effectively</p>
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	<p>Self-Managing Capabilities:</p> <p>Demonstrating Christ-centre life and work</p> <p>Learning for growth and development</p> <p>Maintaining work/life balance and effectiveness</p>
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	<p>Thinking Capabilities:</p> <p>Thinking clearly, deeply and broadly</p> <p>Understanding the Humanitarian Industry</p> <p>Understanding World Vision's mission and operations</p> <p>Practicing innovation and creativity</p>
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	<p>Relational Capabilities:</p> <p>Building collaborative relationships</p> <p>Practicing gender and cultural diversity</p> <p>Influencing individuals and groups</p>
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Prepared and agreed by hiring manager:	Date: July 2016
Reviewed by PnC:	Date:
Agreed and accepted by Job Holder:	Date: