

## **CP Officer (Child Protection Officer)**

Good Neighbors is an international, non-profit humanitarian organization that plans, implements and raises funds for the provision of services in child education, community development, health, sanitation, and disaster relief projects. Currently Good Neighbors has been operating in 37 countries, supporting approximately 17 million people, including about 10 million children.

Good Neighbors International in Vietnam (GNI) is implementing Community Development Projects (CDP) based on child sponsorship in 3 provinces; Tuyen Quang, Hoa Binh, and Thanh Hoa. GNI is working in main areas as child sponsorship and education, water and sanitation, income generation, etc. in 9 CDPs and is managing about 10,000 sponsored children.

Job title: CP Officer (Child Protection Officer)

Effective date: March 2017

Department: Sponsorship Service Division

Location: Vinh Loc - Thanh Hoa

Reports to: Project Manager

Type of contract: Full time

### **1. KEY WORKING RELATIONSHIPS**

**Internal:** Country Director, Managing Director, OD Manager/Officer, IG Team Leader , Admin-Finance Manager/Officer, PM, Project Officers

**External:** GNI's Donors, Partners, Governmental Officials, INGOs, Communities

### **2. MAIN DUTIES**

- In charge of activities that require the participation of children: Children Club
- In charge of enhancing volunteer network and child protection system in community
- Taking part in partnership capacity-building child protection activities
- Establishing child protection programs
- Keep contact with managers and staff in HO
- In charge of the efficiency of the activities during implementation: Preparing, Making proposal, plan, implementation, monitoring and evaluation, reporting
- Contact/Deal with related local partners to facilitate the implementation of activities

- Guide and ensure that partners, participants properly follow GNI regulations during the activities
- Regularly reporting on activities/events or when required to the PIC of activities and project manager
- Managing and promoting the process of disbursement as planned
- Cooperating with other divisions (AD, FD...) in the office to implement the activities effectively
- Actively consulting HO for efficiency and adjustment of the activities/programs (if any)
- Implementing other activities when required by Project manager and upper level

### **3. QUALIFICATIONS REQUIRED**

#### **Education**

- All eligible applicants are specialized in these following
- Education: Bachelor degree in relevant field.
- English Language: Basic

#### **Work experience**

- At least 01 year of working experience, applicant working in related fields.
- Be experienced in conducting activities of CP
- Experience and skills of project management, including planning, implementation, monitoring, evaluation and partnership;
- Experience in working independently and with the team;
- Experience in community development or with NGO

#### **Skills**

- Be able to read and communicate in English basically
- Be good at organizing, team work and interpersonal skills;
- Own good computer skills including MS Office package (Word, Excel, Power Point).

## **Attitude**

- Sociable, responsive, committed working with GNI for one year.
- Teamwork
- Accountable

## **4. HOW TO APPLY**

Interested candidates are invited to send their application (including a cover letter and GNI's [Employment Application form](#) as attached) to Human Resource Division via the email

address [recruitment@gni.org.vn](mailto:recruitment@gni.org.vn) or to the Head Office address: Good Neighbors International in Vietnam, 17th Floor, Block A, Song Da Building, My Dinh I, Nam Tu Liem, Hanoi no later than 10th March 2017.

We are very sorry that only short-listed candidates will be contacted for interviews.