

## POSITION DESCRIPTION

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<b>Position Title:</b>	<b>Connecting &amp; Creating Leaders Project Officer (CPO)</b>
<b>Department:</b>	Program
<b>Location:</b>	ChildFund Vietnam – Hoa Binh or Bac Kan or Cao Bang Area Development Office (ADO), with regular travelling among these three areas
<b>Reports to:</b>	Child Protection Program Officer
<b>Employment status:</b>	Full-time, 3 year fixed term contract.

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### **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 Bac Kan, Cao Bang and Hoa Binh, 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 CPO reports to the Child Protection Program Officer (CPPO).

The CPO works directly with children and local governments within the program/ project, contributing to promoting active participation of children and partners during the implementation of project activities.

This position works closely with the assigned officers in other projected areas of ChildFund in Vietnam.

### **POSITION SUMMARY**

The CPO is technically responsible for all activities of the Connecting & Creating Leaders Project, including mobilisation and enhancement of quality participation of children, delivery of direct training courses related to the participation of children.

The role also supports the CPPO in fostering and monitoring project progress and quality, including finance.

### **KEY AREAS OF RESPONSIBILITY**

#### **1. Capacity Building and Technical Support**

- Organise and conduct training, workshops where appropriate with communities, local staff, groups of children and youths or other relevant groups;
- Contribute to the regular technical and methodological backstopping of projects through visits and contacts etc., with local staff and implementing partners;
- Provide necessary support for personnel from the project's management structure to ensure the project's well-functioning;
- Instructs the district and commune project implementation units (PIUs) and other stakeholders on how to gain the quality participation of children in all project activities;
- Instruct children on how to use and maintain technological equipment for the project activities. Handle with the errors of the equipment. Be responsible for managing and supporting the use of project's equipment in the community;
- Receive and handover ChildFund's equipment to groups of children and vice versa;
- Edit documents using the required formats;
- With appropriate technology, edit and finalize videos performed by children, process children groups' films and photos including translating subtitles into English in three provinces;
- Translate videos' subtitles from Vietnamese or dialect into English and vice versa;
- Administer the social network developed by the project under the Communication department's requirements;
- Manage the children and youth groups including collecting, analyzing and managing information of each children and youth in three provinces, contributing to make the follow-up of children & youth's changes & evolution in an objective & basic way;
- Write the monthly, quarterly lessons learnt and case studies.

#### **2. Project Management, Implementation and Reporting**

- Contribute to development of the project's budget and action plan in three provinces according to approved project proposal, ensuring timely activities' performance;
- Contact with partners at all levels (possibly including beneficiaries) to arrange the time, location, logistics ... for convenient activities' performance with high quality;
- Monitor and support partners and service suppliers to implement child safety policies;

- Ensure participatory approach method in all the steps in each operating cycle: planning, implementation, monitoring and evaluation;
- Consult regularly with Child Protection Program Officers in all project areas of ChildFund in Vietnam about practical changes or predictions which may occur in the project's framework, changes affecting the plan and activities' quality including the amended proposals;
- Implement, promote, collect and summarize the survey forms related to project activities;
- Update project's records in accordance with ChildFund's & project's minimum standards;
- Translate documents and communication products within the project's framework where relevant;
- Contribute to the reports as monthly financial reports, survey reports, quarterly reports, output reports, annual reports ...;
- Monitor and makes reports on the changes of children and the youth during the project;
- Organise monthly, quarterly briefings and the mid-term & end-of review.

### **3. Communications & Policy Advocacy**

- Support the development of the ChildFund's image through the events and project activities;
- In collaboration with specialists & Communications team, develop communications products of programs and projects in the steps of survey, offering the ideas;
- Participate in the organisation of workshops to learn and share information about the project;
- Participate in communication and policy advocacy with local partners;
- Collect reports, data, media information and other evidences of the project activities as a basis for effective policy advocacy.

### **4. Information & Knowledge management**

- Update, store, manage the project information according to ChildFund's minimum principles;
- Actively share knowledge and experience with colleagues from the projects, after each course, training, workshops and study tours;
- Documentation of organising processes of activities with children and youth groups;
- Record the lessons-learnt, case studies systematically in different methods.

### **5. Financial Management & Reporting**

- Support in managing the project's budget and expenditures in three provinces;
- Review partners' budget plan and request for money transfer submitted by Project Implementation Unit (PIU);
- Supervise and ensure that project budget is used effectively for project activities in 3 provinces in accordance with financial principles;
- Foster the expenditure progress against the schedule;
- Facilitate and review partners' monthly financial report in 3 provinces timely.

### **6. Partnership**

- Participate in external workshops and other meetings relevant to ChildFund's Child Protection Program under the direction of the Provincial Manager and Child Protection Program Officer;
- Establish appropriate information-sharing relationships with staff in similar positions within government departments or other agencies within the province;
- Develop a good partnership from district to commune levels including beneficiaries for the smooth project's implementation;
- Regularly contact with partners at all levels to promote the progress of project implementation and ensure the activities' quality;

- Develop a good relationship with groups of children and groups of youth to help children participate and express their participation and leadership in the best and the most realistic way;
- Support/directly contribute in the process of enhancing the delegation and empowerment to the partner in project management and implementation in accordance with the program's and organisation's strategy;
- Support in searching & establishing new partnerships with units and organizations, independent consultants, service providers related to the area in which the project will work.

#### **7. Coordination**

- Participate in ADO and program meetings;
- Work with the local administrative staff and other ADO staff to coordinate work schedules, use of office equipment (computers, motorcycles etc), and other administrative and logistical supports within the ADO office;
- Support other ChildFund 's program activities when necessary and requested appropriately;
- Regularly exchange with ChildFund staff to update the potential issues for them to respond appropriately.

#### **8. Organisational and Team Development**

- Participate actively in development activities of the project "Connecting & Creating Leaders" by offering ideas for activities to achieve the best results;
- Participate in the process of development & implementation of program team's and ChildFund's policies and strategic plan in collaboration with Provincial Manager and other ADO staff;
- In collaboration with the line manager, contribute to the development of ChildFund's policies, strategies and documentation in the sector's area and project management in Vietnam, including the development of annual and longer-term strategic plans;
- Actively contribute to the development and promotion of ChildFund values, culture and learning approach.

#### **9. Relationship Building & Representation**

- Participate in external workshops and other meetings relevant to ChildFund's sector programs under the direction of the sector specialist or Provincial Manager;
- Establish appropriate information-sharing relationships with staff in similar positions within government departments or other agencies within the province.

### **REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS**

#### *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;

Functional Competencies – Technical

- Knowledge of overall context of development activities in the field in Vietnam as well as the latest stipulations and laws related to the livelihood project activities;
- Up-to-date knowledge and information of technological equipment as mini cameras, ipads, smart phones, computers, projectors, social networks, film-editor applications....;
- Understanding of living conditions in different areas of Vietnam;
- Ability to develop reports, review and monitor spread sheets and budgets, develop budgets based on activities, planning and projections on time and to a high standard;
- Ability to undertake detailed activities with accuracy;
- Ability to demonstrate initiative, proactive and work with a minimum supervision;
- Ability to respond to urgent demands while maintaining on-going implementation of activities;
- Ability to work independently to deliver ideas for work building and development;
- Good time management skills to perform multi-tasks at a same time and met deadlines;
- Good analytical skills, good conflict resolution and negotiation skills;
- Ability to build strong working relationships, internal and external to the organisation;
- Working effectively with and through others;
- Good presentation and facilitation skills;
- Excellent reading and written English;
- Ability and skills in organising and providing trainings;

Qualifications and experiences

- University qualification in relevant field related to the technical area specified in Annex 1;
- At least 2 year experience participating in community development project;
- Experience and interest in management of groups of children;
- Excellent speaking and written English & Vietnamese;
- Good & effective teamwork & communication;
- Experience and/or interest in using technology equipment or other types of media, social networks, websites, Internet browser...;
- Experience in attracting children & youths in community development activities;
- Interest in improving skills to use new media and methods with the participation of children & youth;
- Experience with programs in remote or rural areas and / or project management in rural areas;
- Experiences in partnership development;

**WORKING CONDITIONS & OTHER ESSENTIAL REQUIREMENTS**

- This is a field based, full-time position in one of ChildFund Vietnam’s current Area Development Office (either Hoa Binh, Cao Bang or Bac Kan) with regular and extensive travel to ChildFund’s project areas within the province and other project provinces. It is expected that the position-holder will also be required to undertake occasional work-related travel to the Hanoi office and other parts of Vietnam;
- Adherence to written confidentiality policy/agreement is required;
- The successful candidate will be offered a three-year contract. Salary will be set according to experience and qualifications, in accordance with ChildFund’s salary scale;
- Official appointment to this position is dependent upon successful completion of a Police Check and signing of ChildFund’s Safeguarding policy and procedure code of conduct;
- In this position you will be required to conduct follow-up Police Check every 2 years or at any other time when required to do so by ChildFund;
- Commitment and adherence to ChildFund policies and procedures is required;

- Other working conditions and benefits are outlined in ChildFund’s HR, PDP and Operations Manuals.

**STANDARD OCCUPATIONAL 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