

## **Country Coordinator**

Position title: Country Coordinator

Position location: Hanoi (occasional travel in Vietnam and overseas)

Reports to: Asia Regional Coordinator, WUSC Ottawa

Contract term: 3 year contract (to March 31 2020)

Start date: June 2017

Application deadline: April 25, 2017

World University Service of Canada (WUSC) is a Canadian non-profit organization that works to create opportunities for education, employment and empowerment for under-privileged youth and women worldwide. WUSC's approach is based on over six decades of experience of working in multi-sectoral partnerships to improve the lives and means of subsistence of marginalized persons in developing countries. WUSC works with and through its partners from the South – in government, civil society and the private sector – to foster, notably, an environment favourable to the aspirations and full participation of youth.

Uniterra is a volunteer cooperation and international development program that strengthens organizations and networks by pooling expertise and knowledge. Jointly implemented by CECI and WUSC, the Uniterra Program contributes to improving the socio-economic conditions of local communities in 14 countries in Africa, Latin America, the Caribbean and Asia. Uniterra supports the development of inclusive market systems in order to address the root causes of market failure and to facilitate systemic changes. To do so, Uniterra works in specific product and service sub-sectors to in order to enable 5.6 million women and youth from poor and marginalized communities in 14 countries to improve their economic and social well-being. Uniterra prioritizes local ownership of results through working in partnership with strategically placed local partners to improve the quality and relevance of services, and facilitate access to economic opportunities for women and youth.

### **Nature and Scope:**

#### **Responsibilities, Country Coordinator, Vietnam**

#### **Mandate:**

Under the direction of the Asia Regional Coordinator, the Vietnam Country Coordinator, is in charge of implementing the Uniterra Program in-country and representing WUSC. He/she shall

ensure the coordination of all Uniterra activities and is responsible for managing its human resources (employees and volunteers\*) and its material and financial resources. He/she shall represent the Program in dealings with different agencies and organizations ensuring linkages and synergies between the Program and the other WUSC projects and activities in the country. The Country Coordinator, Vietnam is the main point of contact for the Program's partners and volunteers. He/she is responsible for maintaining a solid network of partners – from public and private sectors, and civil society – to achieve the Program's objectives. In carrying out this mandate, the Country Coordinator, Vietnam will be supported by local country employees, including a sectoral program officers, an administrator accountant, support staff, as well as one or more Program support volunteers. The Country Coordinator, may count on the support of colleagues from the region and teams in Canada for volunteer mobilization, financial management, training, sectoral analyses, and monitoring and evaluation.

**Responsibilities:As Country Coordinator, Vietnam, you are in responsible for:**

- Program coordination
  - In collaboration with the Regional Coordinator, the implementation and adaptation the Uniterra Program in-country in a coherent and effective manner in relation to the country's priorities and regional priorities.
  - Develop work plans, annual budgets and annual reports for the Program.
  - Manage the activities of the Sectoral Program Officers, partners and volunteers in relation to the planning, implementation, monitoring and evaluation of Uniterra programming in the country;
  - Ensure the delivery of the Program's expected results in-country by establishing agreements with partners and through planning, activities monitoring and results reporting.
  - Manage the Program in accordance with the policies and procedures established by the Program and by WUSC.
  - Represent the Program on behalf of WUSC in dealings with in-country governmental agencies, the Canadian government (Embassy, GAC), other funders and strategic partners in the country.

- Meet annual targets with regards to the number of volunteers, expected person and training-days.
- In collaboration with local partners, program support volunteers and the country coordinator, implement procedures to support volunteers on their arrival and over the duration of their mandates, addressing aspects such as welcoming volunteers to the country, housing, security, living and working conditions, end of contract issues and emergency medical evacuations, with due consideration for how conditions may affect women and men differently.
- In close collaboration with the Sectoral Program Officer and the Operations Unit in Canada, participate in the recruitment and mobilization of Canadian volunteers.
- With the support of the Sectoral Program Officer, coordinate the recruitment process for Global South and in-country volunteers (with said process to include the signing of contracts and volunteer mobilization).
- Organize appropriate training/orientation sessions, taking into account the specifics of each mandate, in preparation for the arrival of North-South volunteers.
- Support program personnel, partners and volunteers in the development of their intercultural skills and, if necessary, organize training.
- Coordinate the identification and securing of additional funding resources to support Program partners' programming.
- In collaboration with the team in Canada, mobilize staff, volunteers and Program partners with regards to 1) the documenting of results and good practices and 2) the generation of content and knowledge, with the goal of the communication and dissemination thereof, both internally and externally.
- With the support of the Gender Equality (GE) Specialist, volunteers and partners, integrate or ensure the integration of Gender Equality concerns in all Program activities; organize training sessions, if necessary.

- With the support of the results-based management (RBM) specialist (possibly a volunteer), integrate or ensure the integration of RBM in activity planning and reporting of results; organize training, if necessary.
- Management and administration
  - Ensure personnel management in the country, by supervising recruitment, training and performance reviews, in accordance with current policies and practices.
  - In collaboration with the Regional Coordinator, and with the support of the Finance & Administration Officer, plan and manage financial and material resources in accordance with Program guidelines and the policies and procedures of WUSC.
  - Produce budgets and ensure budget monitoring.
  - Authorize Program expenditures, sign or co-sign cheques and approve the required financial reports.
  - Ensure that the emergency and security procedures established by WUSC with respect to volunteers and Program personnel are implemented, updated and enforced.
- Other Responsibilities
  - In collaboration with the WUSC Director of Programs and the Program Development Unit, identify potential funding sources to develop programming in the country and coordinate the preparation of program proposals.

**Qualifications:**

- Education
  - MA in a relevant discipline or relevant work experience deemed as equivalent.

- Experience and Competencies
  - Ten years of experience in managing development cooperation programs.
  - Two years of experience in coordinating intercultural teams and experience in volunteer management
  - Relevant experience in developing partnerships and networks.
  - Experience in needs analysis, capacity building and training.
  - Experience in personnel management.
  - Experience in project development and project management including budget development and management.
  - Excellent communications and representation skills.
  - Knowledge of national development strategies, particularly in relation to the economic sector, businesses, entrepreneurship, employability, and vocational and technical training.
  - An innovative, entrepreneurial spirit.
  - Proficiency with information technologies and computer skills (Word, Excel, the Internet, etc.) and familiarity with Google Drive and Gmail an asset.
  - Knowledge of the Tourism and ICT sectors considered an asset.
  - Adherence to the Gender Equality and social inclusion.
  
- Language
  - Proficiency in English; both written and oral.

**Applications:**

Only those candidates selected for an interview will be contacted. No telephone calls please.

If you wish to apply for this position, please follow [this link](#) to register on WUSC’s candidate database.

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(\* ) The term “volunteer” includes regular volunteers from Canada, the Global South and the host country (both short and long term), and interns (Students without Border, Québec sans frontières).

