

POSITION DESCRIPTION

Position Title:	Short-term Project Officer (PjO)
Department:	Program
Location:	ChildFund Viet Nam – Area Development Office (ADO)
Line Manager:	Provincial Manager (PM)
Employment status:	Full-time

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 Vietnam, 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 Project Officer (PjO) reports the Provincial Manager (PM).

The PjO works closely with the local Administrative Officer and Translator/Interpreter and Sponsor Relation Officer and Assistants in the Area Development Office (ADO).

The PjO maintains close relationship with Specialists at Hanoi Office (HNO) and other relevant POs in other ADOs.

The PjO develops and maintains relationship with external individuals and organisations, update information from working groups and networks which is relevant to his/ her projects and expertise.

POSITION SUMMARY

The PjO ensures to systematically and consistently apply program approaches, program description, topics, and technical models in project management cycle.

The PjO is responsible for quality and progress of his/ her projects at assigned area with the overall goal of improving life of children in Vietnam.

The PjO is responsible for quality of project's output and efficiency.

The PjO ensures to develop and maintain good partnership with District Program Management Board, Project Team and Commune Project Implementing Units.

KEY AREAS OF RESPONSIBILITY

1. Partnership

- Establish and maintain a good working relationship with project partners and relevant civil society organisations to mobilize the participation in local community development activities to ensure the smooth implementation and quality of project activities;
- Support/directly contribute in the process of enhancing the delegation and empowerment to the District Health Project Team, Commune Health Center staff, and HealthWorkers in project management and implementation in accordance with the program's and organisation's strategy;
- Act as the contact person between ChildFund and partners in project implementation.

2. Project Management and Reporting

- Together with key stakeholders analyse and select technical solutions/interventions during the project development and implementation;
- Collect information and data as a base for typical case studies;
- Coordinate or directly manage the health project;
- Write project reports periodically (quarterly, annually);
- Organise periodically meeting with partners to timely share lessons learnt and adjust project implementation appropriately;
- In co-operation with key stakeholders coordinate the project planning, implementation, and monitoring according to the project agreements/ commitment and proposal;
- Monitor project activities to ensure the timeline, efficiency and quality of the project;
- Provide timely advice to the PM on actual or expected changes in project environment that impact on the relevance of plans, timeframes or expected achievements, including recommendations for amendments to project design (activities, timeframe, budget);
- Instruct and ensure partners and contractors to strictly follow ChildFund's working principles and methodology of project development and implementation in all stages of a project cycle.

3. Financial Management and Reporting

- Supervising and checking/reviewing invoices, bills, financial papers submitted by project team according to ChildFund's policy and regulations;
- Supports the project team to send the monthly financial report on time;
- Facilitate and review monthly financial report submitted by Project Management Committee (PMC).
- Directly be responsible for budget and disbursement progress of projects;
- Review budget plan and request for money transfer submitted by (PMC);
- Supervise and ensure that project budget is used effectively for project activities;
- Foster the expenditure progress against the schedule.

4. 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;
- Participate in the cross-functional assessment and evaluation in areas, proposed project activities or participate in the general evaluation related to the current program, etc;
- Provide necessary support to other projects and specialized departments of ChildFund where appropriate and upon request.

5. Organisational and Team Development

- In collaboration with the line manager, participate in/ 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.

6. Capacity Building and Technical Support

- Organise training where appropriate with communities, local staff and 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 partners to ensure their well-functioning during the project implementation.

7. Communication and policy advocacy

- Organise / participate in workshops to learn and share project information;
- Collect reports, data, newspaper information and other evidences of project activities as a base for effective policy advocacy

8. Information and knowledge management

- Documentation of effective activities in community to develop the data system for following activities to replicate models/activities within the project areas.

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 Vietnam as well as the latest stipulations and laws related to project and program activities;
- Up-to-date expertised knowledge and information.
- 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;
- Be able to communicate at least basic English;
- Ability and skills in organising and providing trainings;
- Excellent computer literacy and experience with computerized information.

Qualifications and experiences

- University qualification in relevant field related to the technical area;
- At least 2 year experience participating in relevant projects;
- Experience with programs in remote or rural areas and / or project management in Cao Bang;
- Experiences in partnership development;
- Experiences in working with Adolescent, teenage and women
- Background in reproductive and newborn child taking care
- Experience with NGOs or International Organisations is preferable;

WORKING CONDITIONS & OTHER ESSENTIAL REQUIREMENTS

- This is full-time position based in Cao Bang with regular and extensive travel to ChildFund’s project areas within the province. 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 10-month contract. Salary will be set according to experience and qualifications, in accordance with ChildFund’s salary scale;
- Permanent 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;
- 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

ANNEX 1

ADDITIONAL INFORMATION FOR A SPECIFIC TECHNICAL ROLE

Position Title:	Health Project Officer (Health PO)
Department:	Program
Location:	Cao Bang Area Development Office
Reports to:	Provincial Manager

Role Summary

The Health PO is responsible for all sector activities within ChildFund's supported program in the assigned project area.

Technical duties

Specific tasks:

- Support and monitor 2 Mother Clubs of Child Nourishing in Ngoc Dong and Doc Lap Communes to carry out monthly activities with the topics as plan;
- Foster and support the health officers to implement communication event on looking after child;
- Organize workshop to evaluate Child Nourishing Model "*the 2 Mother Clubs of Child Nourishing in Ngoc Dong and Doc Lap*";
- Organise child health examining campaigns for children aged <5 years in seven communes;
- Foster and monitor weight and measure for 1200 under five-year-old children and assess nutrition condition every 3 months (quarterly);
- Organise workshop to evaluate model of raising chicken (both meat and eggs) and vegetable garden to produce safe and rich nutrition food source for children at the household;
- Support the Commune health officers to practice pregnancy check and provide acidforlic for 100 mothers;
- Carry out Need Assesment of equipment to serve for prenatal and delivery care for 7 commune health centers and facilitate partners to purchase;
- Maintain monthly Adolescent Friendly Corner meetings at Doc Lap, Doai Khon, Hong Dinh and Hong Quang schools;
- Organise training on life skill for peer educators of 4 adolescent corners in schools;
- Support and organise extracurricular activities on adolescent reproductive health and HIV& AIDS. These activities are designed and implemented by students;
- Talk on topic of adolescent reproductive health and life skill in schools;
- Support the Provincial Manager and partners to organise the end evaluation project;
- Be responsible for the works of Quoc Toan Health Center, including: Supervise procedures of surveying and approving the works; cooperate with stakeholders to supervise the works construction and ensure that the works are constructed as per approved design.

General tasks:

- Supervise closely and ensure health project activities as per regulated principles, project design and management mechanism of the organisation;
- Support the local partners to implementing health project activities on time as plan;
- Guide and train on health activity implementation as per plan, principles and regulation of the organisation before the commencement;

- Provide regular health technical and methodological backstopping of projects through regular visits and contact with field staff, local technical staff and partners;
- Conduct or organise training and coaching health technical training courses for all stakeholders where appropriate with communities, local staff, ChildFund team members and other relevant groups.