

SAVE THE CHILDREN

Senior Project Officer	
TEAM/PROGRAMME: Child Rights Governance	LOCATION: Hanoi (with some travels)
GRADE: D	CONTRACT LENGTH: 1 year initially
Child Safeguarding: Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.	
ROLE PURPOSE: The Senior Project Officer (SPO) Child Rights Governance (CRG) works under the guidance and supervision of the Program Manager and in close coordination with partners to ensure effective, efficient and cost-sensitive operations of the “SIDA-funded Strengthening Capacity of Civil Society Organizations (CSOs) on Child Rights Governance in Vietnam” Project in the assigned geographical locations. The SPO will assist to ensure that Save the Children Vietnam activities are consistent with SCI and Members’ programming principles and approaches, draw on good practices and lessons learned, enable children to attain their rights and are compliant with donor regulations.	
SCOPE OF ROLE: Reports to: CRG Program Manager Budget Responsibilities: None Role Dimensions: The role will communicate and build and maintain good working relationships with a number of internal and external stakeholders. The post holder is required to closely collaborate with other CRG program staff in his/her work.	
KEY AREAS OF ACCOUNTABILITY: I. Management of Positive Discipline in Everyday Parenting (PDEP) Component and Support for Program Implementation of SIDA funded Project <u>Management of project activities</u> <ul style="list-style-type: none"> – Oversee field implementation to ensure quality and timely delivery of project activities; – Directly manage the Positive Discipline in Everyday Parenting (PDEP) component and ensure quality and timely delivery of project activities; – Provide support for sub-grants management of CSOs partners in Northern Area/Central Area and in other locations as required to ensure effective program implementation; – Liaise and manage relationships with key project partners including local partners; – Develop and review project work-plan including that of partner organizations; – Liaise with other Area Offices as required to ensure effective coordination of project implementation. <u>Staff management</u> <ul style="list-style-type: none"> – Provide direct supervision to Project Officers and/or Assistants to ensure the project team works productively in field implementation; – Work together with project team’s members to identify clear performance objectives for each member including capacity building, and support and motivate them to develop and implement their plans to achieve their objectives. <u>Financial management</u> <ul style="list-style-type: none"> – Ensure the effective and efficient use of all Save the Children resources in order to keep cost-efficiency of the actions; – Monitor partners’ budgets, burn rate and advise Program Manager of any anticipated problems; – Support Program Manager to develop and monitor project budget, cash forecast and budget phasing as required; 	

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- Comply with SCI and donor's requirements on expenditures; provide support to partners on compliance.

Monitoring and evaluation

- Lead project-level M&E, including regular monitoring visits to partners to ensure project activities are implemented as per work-plan;
- Lead development of case studies and other project materials;
- Compile reports from partners, Project Officers and/or Assistants for submission to Program Manager and support to produce regular internal and donor reports.

2. Contribution to CRG programme development

Technical assistance

- Provide technical assistance in terms of CRG to CRG team members and to partners on approaches and implementation methods consistent with acknowledged good practice to achieve sustainable results;
- Actively participate in, and provide inputs to, developing new concept notes/proposals and program strategies;
- Be updated on and follow recent and cutting edge developments in the international and national community in regards to CRG.

Coordination, representation, advocacy and networking

- Support national level project activities, including advocacy and coordination;
- Maintain effective links with local partners at all levels to facilitate implementation, sustainability and scalability of the project;
- Maintain effective collaborations with other partners and organizations and related projects in the same provinces for better integration and coordination;
- Build and maintain effective partnerships and networks with relevant technical groups, civil society groups, NGOs, and UN agencies for effective implementation and scalability of the project;
- Regularly coordinate and collaborate with other sector/thematic teams to strengthen programmatic synergies and impact.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling SC values;
- Holds the team and partners accountable to deliver on their responsibilities with strong support for using their knowledge and creativity to deliver according to communities/beneficiaries' needs, and also providing the necessary guidance/help improve performance, including appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Build and maintain effective relationships with team, colleagues and external partners and supporters;
- Value diversity as a source of strength;
- Be approachable, be a good listener, be easy to talk to.

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Creativity:

- Develop and encourage new and innovative ideas, especially solutions to problems/challenges;
- Be willing to take disciplined risks for children's, youth's and women's wellbeing.

Integrity:

- Be honest and encourage openness and transparency in all professional matters.

QUALIFICATIONS AND EXPERIENCE

Essential

- University degree in community development, social development or related field;
- Minimum 3 years of project management experience, preferably in CRG projects;
- Experience of working with local government and CSO partners;
- Excellent English and Vietnamese, both written and verbal;
- Good experiences in materials developments, materials translation and editing;
- Good communication skills and a positive attitude to team work;
- Excellent organisational skills, including time management, ability to meet deadlines and work under pressure;
- Solid experience in knowledge/experience of effective budget monitoring;
- Experience writing/ preparing donor reports;
- Commitment to and understanding of Save the Children's aims, values and principles

Desirable

- Have a very high level of personal and professional integrity and trustworthiness;
- Be both self-confident and humble;
- Thrive in a fast-paced and fun environment.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: Hoang Thi Tay Ninh

Date: 25 July 2017

JD agreed by:

Date:

JD updated by:

Date:

Evaluated by:

Date: