

POSITION DESCRIPTION

Position Title:	Project Intern (Prjl)
Department:	Program
Location:	ChildFund Vietnam – Hoa Binh/Bac Kan/Cao Bang Areas Development Office (ADO)
Reports to:	Swipe Safe Project Coordinator
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 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.

PROJECT CONTEXT

Swipe Safe is a ChildFund's initiative that aims to to empower young people to make the most of the online world, through educating them on internet risks and protective strategies, and by equipping their parents and teachers to be online-safety partners.

The project is implemented in 6 districts of 3 provinces: Hoa Binh city and Tan Lac district (Hoa Binh province), Bac Kan city and Ngan Son district (Bac Kan province), Cao Bang city and Quang Uyen district (Cao Bang province).

Project Objectives:

1. Young people able to identify risks and protective strategies when navigating the online world.
2. Parents equipped with knowledge and skills to enable them to be online safety partners for their young people.
3. Internet cafés are safe environments for young people and young people.
4. Schools are empowered to create environments that promote online safety through the development of policy and guidance.

JOB PURPOSE & REPORTING STRUCTURE

The Prjl reports to the Swipe Safe Project Coordinator.

The Prjl works closely with Swipe Safe Project Coordinator and the local administrative staff, Program Officers and Provincial Interns and training volunteers in Area Development Offices.

POSITION SUMMARY

The Prjl is responsible for assisting the Swipe Safe team, including Swipe Safe Project Coordinator, Grant and Project Development Coordinator and Program Officers in 3 ADOS, in maintaining the smooth implementation and management of the Swipe Safe project in 3 provinces, to ensure that our project activities are of a consistently high quality and contributes to Swipe Safe's goal of empowering young people to make the most of the online world.

KEY AREAS OF RESPONSIBILITY

Assistance to ChildFund Swipe Safe team in:

1. Program Technical jobs

- Manage and train the volunteer trainer team;
- Build training plan and schedule and ensure sufficient logistics for the training;
- Assist project team in monitoring the training and prepare training reports;
- Work closely with Swipe Safe project team to support project development and management activities as assigned by line managers;
- Participate in technical survey, assessment and workshops following the specific tasks allocated by line managers;
- Participate in the development of IEC materials and/or training kits following the line managers' instructions;
- Participate in developing case studies , and project work documentation;
- Organize donors' visits and events;

- Other jobs assigned by line managers.

2. Support to Program General Activities

- Support the organisation of Program-wide activities including annual program meetings, training courses, study visits;
- Provide support in the organisation of sporadic activities and events of the Program.

3. Organisational Development

- Actively contribute to the development and promotion of ChildFund values culture and learning approach;
- Contribute to the effective environment of team working of the office as well as of whole organisation.

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

- Understanding of basic office and information systems;
- Knowledge about ICT and/or development is preferable;
- Good knowledge about social media and common Internet terms;
- Ability to undertake detailed activities with a high level of accuracy;
- Creative, forward thinker, hard-working, well-organised and excellent team player;
- Good communications skills, both in written and verbal form;
- Good time management with ability to work to deadlines in well-organised and systematic manner, able to manage multiple priorities;
- Good English would be an advantage but not compulsory;
- Good computer literacy and experience with computerised information (including spreadsheets, databases), familiar with software packages under Windows and E-mail.

Qualification & Experiences

- University qualification (or senior year student) in ICT, Social Development or in a relevant field;
- Experience working with international company/organisation would be an advantage.
- ICT/Social Development background (academic or professional) would be an advantage

WORKING CONDITIONS & OTHER ESSENTIAL REQUIREMENTS

- This is a full-time position based in one of 3 ADOs with frequent travel to ChildFund's project areas;
- Adherence to written confidentiality policy/agreement is required;
- The successful candidate will be offered a one-year contract. Salary will be set in accordance with ChildFund's salary scale;
- Appointment to this position is dependent upon successful completion of a Police Check and signing of ChildFund's Child 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 WORKPLACE 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