

**Plan in Vietnam
Job Description**

Job Title: Project Coordinator for Urban Climate Resilience	Job grade: D1
Reports to: DRR/CCA Program Manager	Working Location: CO
Unit/ Department: Program Department	Effective date: January 2018
Staff Directly Supervised (position): none	

Introduction:

Plan International (Plan) is an independent development and humanitarian organization that advances children’s rights and equality for girls. We strive for the world, working together with children, young people, our supporters and partners in over 70 countries across the world.

In next five-year Global Strategy, Plan will deliver significant change for girls and boys, putting a special emphasis on gender equality. Every girl and boy has the right to be healthy, educated, protected, valued and respected in their own community and beyond. Girls have the power to change the world.

In Vietnam, Plan has launched the Country Program Strategy since 2017 aimed at marginalized children and youth in Vietnam, especially adolescent girls, are able to reach their full potential in a society that protects and respects their rights. By 2021, Plan reaches two (2) million girls learn, lead, decide and thrive. As part of the Strategy’s objectives, children and their communities are more resilient to the impacts of natural disasters and climate change through projects for disasters and climate resilience. Plan is seeking an experienced and motivated Climate Change and Resilience Project coordinator to fill in a young and dynamic team of DRR/CCA.

Job purpose:

- To provide coordination and technical support to ADB’s partners under the ADB/Trust Fund funded project in 6 cities of Ha Giang, Vinh Yen, Hue, Hoi An, Dong Hoi, and Ho Chi Minh city as well as technical lead in grant-funded projects in climate resilience for Plan International Vietnam.
- Fixed term contract for 2 years and possibly renewed but no longer than five (5) years.

Job Responsibilities:

Technical coordination and capacity building

- To provide technical advice and coordination in the delivery of **ADB’s URF Subproject 2: Sharing Knowledge and building capacity of targeted DMC cities through networking, peer learning and joint training activities** in different provinces in Vietnam.
- To provide technical advice and coordination to the project named “**CCA support for ethnic minority communities in Lai Chau**” which is funded by German Foundation/Plan German and Various Swiss donors/Plan Switzerland.
- To take lead in developing Climate change/Environmental (CC/E) technical guidelines for internal and external uses.
- To provide a coordination in developing and delivering CC/E capacity building activities for Plan’s staff, local partners and communities.
- To take lead in documenting and disseminating Plan’s knowledge and expertise on CC/E internally and externally to state and non-state stakeholders such as government, development agencies, communities, private sectors, etc.

Program development

- To take lead in the related research and knowledge documents related to Climate change/Environmental issues and solutions in Vietnam and regionally/internationally that contribute CCDRR/CCA program development and fund-raising purpose.
- To provide a coordination in documenting evidences from related-CC/E projects that contribute to development evidence-base program in line with the CCDRR&CCA program as well as global and country strategies.

Networking and influencing

- To establish and/or maintain an active network with various agencies and organizations at the national level through active contributions to joint works and events, active sharing of Plan's good practices, for example through Climate Change Working Group, Disaster Management Working Group, Urban Climate Resilience Community of Practice (UCR-CoP), and related Regional Offices and National Offices' networks/working groups
- To initiate, develop and maintain partnerships with key national partners and support the provincial units to explore new partnerships and networks
- To represent the organization to work and collaborate with other stakeholders to raise awareness about child-centred approach and influencing relevant policies

Other task

- Participate as an active member of the emergency team during emergencies
- Take on other tasks as assigned

Qualifications:

- University graduate in the related fields of climate change, disaster and environment is desirable.
- Advanced degree is preferred.

Experience:

- Minimum of 05 years of experience, at least three (3) of which are in a managerial position in Disaster Risk Management/Climate Change Adaptation and Mitigation programs/projects
- Proven experience of working in partnership with national/local NGOs and governmental and other non-state actors
- Proven experience of working with children and communities

Knowledge

- Strong knowledge on climate change, disaster and environmental issues, policies, strategies and programs in Vietnam
- Knowledge of child-centered programming approach is desirable.

Skills:

- Excellent English speaking and writing skills
- Excellent interpersonal communication and networking skills
- Good strategic thinking, analytical and planning skills
- Good level of computer proficiency
- Willing to travel frequently for works

We have carefully reviewed this Job Description and are satisfied that it fully and accurately describes the requirements of the position.

LINE MANAGER

Name:

Signature:

Date:

I have read the Job Description and discussed the contents and agreed with my line manager.

JOB HOLDER

Name:

Signature:

Date: