

TITLE: Project Officer	
TEAM/PROGRAMME: Child Protection	LOCATION: Ho Chi Minh City
GRADE: TBC	CONTRACT LENGTH: TBC
CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.	
ROLE PURPOSE: Project Officer (PO) works under the guidance and supervision of the Project Manager and in close coordination with partners to ensure effective, efficient and cost-sensitive operations of Phase 2 of Improved Protection and Quality Education for Children in Ho Chi Minh City Project (the Project). In the event of a major humanitarian emergency, Child Protection Project Officer will be expected to work outside the normal role profile and be able to vary working hours accordingly	
SCOPE OF ROLE: Reports to: Project 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 Child Protection thematic staff in his/her work.	
KEY AREAS OF ACCOUNTABILITY : + Project Management <ul style="list-style-type: none"> – Provide support and supervision to relevant partners to ensure quality, participatory, effective, efficient and cost-sensitive planning, implementation, monitoring/reviewing, reporting and evaluation processes of the Child Protection (CP) program activities in the project areas, with and by partners; – Work closely with the project team and relevant local partners to create and pilot innovative and effective models or approaches that can be extensively replicated at provincial, regional, and national scope; – Support local partners to conduct advocacy effort promote an inclusive civil society and empower it to create opportunities for ethnic minority groups to exercise their fundamental rights and actively participate in sustainable development; – Field test and make recommendations on the quality of SCI project materials including training manuals, documentation, and other project materials; – Closely working with team in building positive and productive partnership with the implementing partners to ensure its continuity and improvements throughout the project; – Together with the Project Manager to work with the partners and stakeholders to design the detail project implementation plan following the approved project proposal; development of technical tools with adequate consultation and participation of staff and other key stakeholders at all stages of project implementation; – Be responsible for regular finance monitoring and annual budget revising of respective partners and ensure financial and administrative requirements of project are completed in a timely manner; – Work with the Project Manager to be responsible for regular performance review meetings to assess progress; agree on; and communicate any changes in strategy with the key project stakeholders; – Work with the Project Manager to develop a system for capturing, documenting and disseminating project experiences, achievements, lesson learnt and best practice to 	

stakeholders while maintaining project records for accountability purposes;

- Collect data and preparing and submitting quality and timely project reports to the Project Manager for report consolidation as per donor's requirements and the project monitoring & evaluation plan;
- Ensure effective communication in order that all partners are well informed on program objectives and activities;
- Support the Project Manager to schedule activities, meetings, and workshops organized in HCMC and other locations;
- Coordinate all logistical issues for visits, project activities and other related tasks;
- Provide support and assistance to the direct Supervisor as required.

+Financial management

- Monitor partners' budgets, burn rate and advise the Project Manager of any anticipated problems;
- Support the Project Manager to develop and monitor project budget, cash forecast and budget phasing as required;
- Comply with SCI and donor's requirements on expenditures; and provide support to partners on compliance;
- Support partners in budget management to ensure efficient utilization and timely accountability of funds and other resources allocated in accordance with grant conditions;
- Ensure financial and administrative requirements of project are completed in a timely manner.

+ Monitoring and evaluation

- Development of case studies and other project materials;
- Compile reports from partners, Project Officers and/or Assistants for submission to the Project Manager and support to produce regular internal and donor reports;
- Assist in developing needs assessment tools, designing training modules, and conducting training as necessary;
- Monitor project activities conducted by partners to ensure project activities implemented as per workplan;
- Collect and submit monthly reports that compile the numbers trained and numbers reached in each school, achievements, challenges and lessons learned;
- Participate in, support and prepare logistics for research, surveys and other monitoring and/or evaluation activities in project areas as needed.

+ Contribution to Child Protection programme development

- Actively participate in, and provide inputs to, developing new concept notes/proposals and program strategies;
- Actively collaborate with sectoral colleagues in SCI Vietnam to promote shared directions, exchange best practices, and provide assistance.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying 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 their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others

<ul style="list-style-type: none"> future orientated, thinks strategically and on a global scale. <p>Collaboration:</p> <ul style="list-style-type: none"> builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters values diversity, sees it as a source of competitive strength approachable, good listener, easy to talk to. <p>Creativity:</p> <ul style="list-style-type: none"> develops and encourages new and innovative solutions willing to take disciplined risks. <p>Integrity:</p> <ul style="list-style-type: none"> honest, encourages openness and transparency; demonstrates highest levels of integrity 	
<p>QUALIFICATIONS</p> <p>Essential</p> <ul style="list-style-type: none"> University degree in education, pedagogic environment, social sciences or related field; Minimum 3 years of project management experience, preferably in Child Protection; Experience of working with local governmental 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 SCI's aims, values and principles. <p>Desirable</p> <ul style="list-style-type: none"> Experiences in working with Child Protection organisations, including CSOs; 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. 	
<p>Additional job responsibilities</p> <p>The duties and responsibilities as set out above are not exhaustive and Child Protection Project Officer may be required to carry out additional duties within reasonableness of their level of skills and experience.</p>	
<p>Equal Opportunities</p> <p>Child Protection Project Officer is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>	
<p>Child Safeguarding:</p> <p>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.</p>	
<p>Health and Safety</p> <p>Child Protection Project Officer is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>	
<p>JD written by:</p>	<p>Date:</p>
<p>JD agreed by: Project Manager</p>	<p>Date: 13 November 2017</p>
<p>Updated By: Area Manager</p>	<p>Date: 15 November 2017</p>
<p>Evaluated:</p>	<p>Date:</p>

