

## POSITION DESCRIPTION

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<b>Position Title:</b>	<b>Program Officer (PrgO)</b>
<b>Department:</b>	Program
<b>Location:</b>	ChildFund Viet Nam – Area Development Office (ADO)
<b>Line Manager:</b>	Provincial Manager (PM)
<b>Employment status:</b>	Full-time

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### **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.

## **REPORTING STRUCTURE**

The Program Officer (PrgO) reports to the Provincial Manager (PM).

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

The PrgO maintains a close relationship with Specialists and other relevant POs at the Hanoi Office (HNO) and other ADOs.

The PrgO develops and maintains a relationship with external individuals and organisations, and updates information from working groups and networks which are relevant to his/ her projects and expertise.

## **ROLES**

The PrgO ensures the systematic and consistent application of program approaches, program descriptions, topics, and technical models in the project management cycle.

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

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

The PrgO is responsible for developing and maintaining good partnerships with the District Program Management Board, the Project Team and the 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 participation in local community development activities to ensure the smooth implementation and quality of project activities;
- Support/directly contribute to the process of enhancing the representation and empowerment of partners in project management and implementation in accordance with the program and organisation's strategy;
- Promote policy advocacy to create the most favourable mechanisms (institutions) during project implementation, of which special attention must be paid to responsibility of sharing financial resources (counterpart-funds), contributing to the sustainability of future project interventions.
- Act as the contact person between ChildFund and partners in project implementation;
- Look for and establish new partnerships with units and organizations that are relevant to ChildFund's fields of work.

### **2. Project Management, Reporting, and Designing**

- Instruct and ensure partners and contractors strictly follow ChildFund's working principles and methodology of project development and implementation in all stages of a project cycle;
- Work with key stakeholders to analyse and select technical solutions/interventions during project development and implementation;
- Collect information and data as a base for developing projects which are appropriate to the approved program description;
- Coordinate or directly manage projects of one or different programs;
- Work with PM and stakeholders to discuss and select ideas for new projects; facilitate community consultation meetings;

- Write/ participate in the writing of new project proposals under the guidance of PM and technical support of relevant technical specialists;
- Write project reports periodically (quarterly, annually) and case studies;
- Periodically organise meetings with partners to share lessons learnt in a timely manner and adjust project implementation appropriately;
- Write project variation proposals;
- Cooperate with key stakeholders to coordinate project planning, implementation, and monitoring according to the project agreement/ commitment and proposal;
- Monitor project activities to ensure the timeliness, efficiency and quality of the project;
- Provide support to partners in implementing activities at the field as required by the PM;
- Maintain a database of project activities for long-term use;
- Provide timely advice to the PM on actual or expected changes in the project environment that impact the relevance of plans, timeframes or expected achievements, including recommendations for amendments to project design (activities, timeframe, budget);
- Prepare reports on incharge projects to the PM as required following specified formats and agreed schedules;
- Cooperate with all stakeholders to mobilise participation and contribution from the community.
- Identify needs for consultant recruitment, prepare consultant requests and contracts, work with and directly monitor performance of consultants (regarding content and methods) at the field and prepare payment procedures for consultants.

### **3. Financial Management and Reporting**

- Take direct responsibility for the budget and financial disbursement throughout a project;
- Review budget plan and request for money transfers submitted by the Project Management Committee (PMC);
- Supervise and ensure that the project budget is used effectively for project activities;
- Facilitate the progress of expenditures as scheduled
- Facilitate and review monthly financial reports submitted by the PMC.

### **4. Coordination**

- Contribute to the development of integrated/comprehensive approaches which are consistent with the methodology other activities of ChildFund and the ADO;
- 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 support within the ADO office;
- Participate in the cross-functional assessment and evaluation in areas, proposed project activities or participate in general evaluations related to the current program, etc;
- Provide necessary support to other projects and other departments of ChildFund where appropriate and upon request.

### **5. Organisational and Team Development**

- Participate in the process of developing program teams and ChildFund's policies and strategic plans in collaboration with other ADO staff, under the guidance of leadership staff in Hanoi Office;
- Collaborate 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 regular technical and methodological support of projects through visits and contacts etc., with local staff and implementing partners;
  - Provide necessary support for partners to ensure their efficiency during the project implementation;
- 7. Relationship Building & Representation**
- Participate in external workshops and other meetings relevant to ChildFund's sector programs under the direction of the PM;
  - Establish appropriate information-sharing relationships with staff in similar positions within government departments or other agencies within the province.
- 8. Communication and policy advocacy**
- Facilitate the development of ChildFund's image;
  - Participate with Experts and the Communications team in developing communication materials for projects and programs;
  - Organize and participate in workshops to learn about and share project information;
  - Seek opportunities and participate in communication and policy advocacy with local partners;
  - Collect reports, data, newspaper information and other evidence of project activities as a base for effective policy advocacy
- 9. Information and knowledge management**
- Update, store, and manage information of projects according to ChildFund's general system;
  - Actively share knowledge and experience with colleagues of his/her project after training courses, workshops, and study tours;
  - Document effective activities in the community to develop a database for subsequent activities to replicate models and 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;
- Knowledge of community development, sociology, disability, public health, livelihood and other areas relevant to ChildFund programs;
- 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; (sociology, disability, public health, livelihood, foreign language and other areas relevant to ChildFund programs);
- At least 2 years experience in community development projects in rural and mountainous areas;
- Experience with programs in remote or rural areas and / or project management in rural areas;
- Experiences in partnership development;
- Experience in preparing project proposal and reports.

### **WORKING CONDITIONS & OTHER ESSENTIAL REQUIREMENTS**

- This is full-time position based in Cao Bang province 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 three-year contract. Salary will be set according to experience and qualifications, in accordance with ChildFund's salary scale;
- Official 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;
- In this position you will be required to conduct follow-up Police Check every 2 years or at any other time when required to do so by ChildFund;
- 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:

Job title:           Acting Country Director

ChildFund Australia Representative Office in Vietnam