

# Child Protection Technical Program Officer

## PURPOSE OF THE POSITION

The Child Protection Technical Program Officer (CP Technical Program Officer) ensures the systematic and consistent application of program approaches, program descriptions, topics, and technical models in the project management cycle. As the CP Technical Program Officer, you are responsible for the quality, progress, output and efficiency of projects for the assigned area with the overall goal of improving the life of children in Vietnam.

### KEY DUTIES

- Manage and implement the child protection project at national level as well as working with CP teams to support ongoing projects, reports including field visits to support implementation teams, project monitoring, evaluation and making recommendations for improving project quality;
- Reporting to and maintain good relation to ChildFund Korea and other Donors of the project;
- Maintain good partnership with different project partners including Department of Children Affairs (DOCA) - MOLISA and Vietnam Association for Children Rights Protection (VACR);
- Update the project progress monthly to Child Protection Specialist, collect data and update information on ChildFund Hive App (sale-force) regularly;
- Provide technical input for new CP proposals development;
- Contribute to knowledge management by documenting lessons learnt and sharing information with relevant stakeholders;
- Be a focal point to support CSOs/NGOs to develop Child Safeguarding Policy and procedures and conduct training for their relevant staff members; support CP Project Officers to conduct Child Safeguarding annual training for the local government partners.
- Supporting Child Protection team in advocacy work: Participate in technical workshops/networking events that support advocacy purpose; follow-up with advocacy action plan with supervision and guidance from Child Protection specialist.
- *Remain alert and responsive to any child safeguarding risks, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy.*

### ESSENTIAL QUALIFICATIONS & EXPERIENCE

- University qualification in relevant field related to the technical area;
- At least 5-7 years' experience participating in relevant projects;
- Experience with donor-funded projects and managing development projects, programs in remote, urban or rural areas and;
- Experience advocacy, technical workshop training on child protection and child rights;
- Experiences in IEC product development

### DESIRABLE QUALIFICATIONS & EXPERIENCE

- Knowledge of overall context of development activities in Vietnam as well as the latest stipulations and laws specifically related to child protection;
- Understanding of living conditions in different areas of Vietnam; understanding about the national strategy on Child rights and child protection;
- Experience on social work and child help line services

### SKILLS

- Excellent presentation and facilitation skills;
- Good skills in organising and providing trainings;
- Excellent time management skills to perform multi-tasks at a same time and met deadlines
- Excellent English skills
- Ability to engage with partners in the business sector
- Ability to undertake detailed activities with accuracy
- Ability to work independently to deliver ideas for work building and development;
- Good computer literacy and familiar with software packages under Windows and E-mail

### CHILD FUND AUSTRALIA'S VALUES

- Commitment to ChildFund Australia's values – Respect, Integrity, Collaboration, Change, Empowerment & Excellence

**Department:** Program

**Location:** ChildFund Australia Representative Office in Vietnam, Level 5, 127 Lo Duc, Hai Ba Trung District, Hanoi, Vietnam

**Employment:** Full-time, 3-year employment agreement

**Reports to:** Child Protection Specialist

**Other Information:** must have criminal background check before joining the organisation

**Please apply at:** <https://www.childfund.org.vn/working-with-us/>





## ORGANISATIONAL CONTEXT

ChildFund Vietnam is the representative office of ChildFund Australia – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 13 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are 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.

ChildFund Vietnam’s projects focus on education, water and sanitation, sustainable livelihoods, child rights and child protection, food security, and maternal and child health, including HIV prevention. ChildFund Vietnam also prioritises building the resilience of young people, by giving children and youth the opportunity to take part in sports, vocational education and life skills training, and supporting their participation in local decision-making processes.

## HOW WE VALUE YOUR CONTRIBUTION

### Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Leave

You will have access to 15 days of paid annual leave in the first year of service. From the second year onwards, leave entitlement is 20 days plus one additional day for every 5 years of service. You are also entitled to personal/carer’s leave, paid parental leave, school leave, child sick leave, study leave and bereavement leave.

### Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversations between yourself and your manager about maintaining work-life balance.

### Health Care Insurance program

We provide 24-hour coverage for Comprehensive Health Care insurance for all ChildFund Vietnam staff, including In-patient (Hospital & Surgical Insurance), Personal Accident Insurance and Outpatient Treatment Insurance. This program is also extended to family members depending on staff’s tenure with the organisation.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

### Internal Social Welfare

ChildFund aims at creating a working environment and organisational culture where staff feels valued and cared for. We offer a comprehensive program of internal welfare activities, including monthly birthday celebrations, gifts for weddings and new born babies and quarterly team building activities (“Good Friday”).

**OUR VISION:** A global community, free from poverty, where children are protected and have the opportunity to reach their full potential.

**OUR MISSION:** We work in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children’s rights.

At ChildFund Vietnam you will be contributing to every child being able to say: “I am safe. I am educated. I am heard. I have a future.”