

**HAGAR VIETNAM
JOB DESCRIPTION**

1. Position Information:	
Job Title:	Project Coordinator
Position Reports To:	Program Manager
Staff reporting to this post	Project Officer
Position Location:	Based in Hanoi with frequent travel to Yen Bai province. Consideration will be given to applicants based in Yen Bai province, who want to be based there
Contract period	Full time, likely to be from October 2021 – September 2022
Position Purpose:	Manage budget and delivery activities of the project: "COVID-19 Victims of Human Trafficking are Resilient"
2. Position Context/background:	
<p>Hagar International, a Trauma-Informed Care (TIC) specialist agency was established in 1994 in Cambodia to serve women and children who have survived severe exploitation and human rights abuse. Beginning operations in Vietnam in 2009, Hagar International in Vietnam (Hagar Vietnam) has provided direct care and assistance to thousands of survivors of human trafficking, modern slavery and abuse, their dependents, and local authorities working with survivors. Additionally, we build the capacity of government (including law enforcement officers, social workers, People's Committee, Women Unions, Department of Education, Department of Labour Invalid and Social Affairs), mass organizations, UN and like-minded agencies to replicate our TIC model in their own work, thus scaling-up the impact of Hagar's work.</p> <p>Our 2020 capacity building of emergency response teams (ERT) at the commune and village level, to provide basic psychological first aid and referrals to essential social services is seen as a pilot by the government. We build multi-stakeholder knowledge about trauma, the impact of trauma upon survivors, and TIC tools and behaviours to avoid survivors being re-traumatized and family members experiencing generational trauma. We reinforce the responsibility of duty bearers including local authorities, families and communities to realize the rights of vulnerable women and children, and coordinate actions for survivors more effectively.</p> <p>With the support from the US Office to Monitor and Combat Trafficking in Persons (TIP office), Hagar is going to implement a 12 months project named "COVID-19 Victims of Human Trafficking are Resilient". The project overall objective is that target communities and local authorities in Yen Bai province in VN, prevent and respond to increased human trafficking resulting from COVID-19.</p> <p>To achieve above objective, the project aims to achieve the following results:</p> <ol style="list-style-type: none"> 1. Victims of Trafficking (VOT) returning to Vietnam due to COVID are registered, receive psychological first aid, and social services through established national referral mechanisms. 2. Men, women and children with reduced economic resources due to COVID-19 are more resilient to the push and pull factors that lead to human trafficking. 	

As the project requires a comprehensive intervention and collective action, Hagar will make use of its comparative advantage in community engagement. In addition to Hanoi for influencing impacts, the project will therefore be implemented in one province where Hagar is currently having cooperation programs, namely: Yen Bai.

The Project Coordinator will be expected to work very closely with the Project Manager of another project being implemented in Yen Bai province, funded through the United Nations Trust Fund.

3. Important Stakeholders & Relationships:

External	Internal	Membership Committees / Groups
<ul style="list-style-type: none"> • Donors (as requested) • Department of Labour Invalids and Social Affairs representatives • Women's Union representatives (provincial, district, commune) • Local partners 	<ul style="list-style-type: none"> • Executive Director/Project Director • Senior Management Team, particularly Program Manager • Program staff, particularly UNTF Project Coordinator • Communications Officer • Finance & HR Department • Volunteers (as relevant) 	<ul style="list-style-type: none"> • Relevant Hagar and Vietnam-based working groups as agreed with Hagar line manager.

4. Major Responsibilities of the Job:

Project Management

The position is responsible for managing project budget and delivery of project activities. This post is requested to work and build effective working relationships with authorities and project stakeholders, including:

- ✓ Effectively coordinate with all project stakeholders, especially with Women Union and Department of Labour Invalid and Social Affairs in Yen Bai province to ensure efficient and effective management and implementation.
- ✓ In coordination with the Program Manager, project staff and implementing partners, facilitate the preparation of annual work plan and budget for assigned project for approval by Executive Director. Regularly review the quarterly work plan and budget and propose necessary adjustments if needed.
- ✓ Be responsible in ensuring quality in delivery of project activities, identify any emerging issues affecting project implementation and determine solutions in consultations with Program Manager.
- ✓ Coordinate with relevant staff including UNTF Project Coordinator, TIC technical advisor, case manager team leader, communications officer, etc. to implement the J-TIP project activities according to the approved plan.
- ✓ In coordination with the Program Manager, monitor the project completing reporting requirements and facilitate the preparation of relevant project reports. Ensure the drafted project report is of high quality and evidences the project achievements and challenges for review by the Program Manager, before being submitted to the Executive Director for the final review and approval before submission to the donor.

Program Development

- ✓ Maintain an updated understanding of recent developments in the human trafficking sector in Vietnam.
- ✓ Provide support to the Program Manager and Executive Director to position Hagar Vietnam for future funding opportunities.
- ✓ Provide technical input about human trafficking during potential proposal development.

Staff Management

- ✓ Line manage the Project Officer, making sure they have a clear understanding of their role and responsibilities and there is synergy among members of the team.
- ✓ Ensure TIC inputs are high-quality and aligned to Hagar's minimum standards.
- ✓ In coordination with rest of Hagar team members, contribute to identify key partner staff for this project, promoting the quality of services
- ✓ Work together with the Project Officer to identify clear performance objectives and capacity building plan. Support and motivate staff to achieve their performance objectives and with support from Human Resource team undertake periodic performance review.
- ✓ When needed, coach or mentor the Project Officer to implement project activities and facilitate their technical capacity building.

Financial Management

- ✓ Act as Budget Holder for the designated project. Provide support to Finance team in preparing budget plan and monthly forecast according to approved annual budget for both Hagar managed budget and sub-grants in coordination with Program Manager, other functional staff and implementing partners.
- ✓ Provide support to Finance team in sub-grant budget management - in preparing the sub-grant to partners based on the agreed activities, releasing the sub-grant, monitoring the sub-grant and in submitting sub-grant finance report.
- ✓ Work closely with Program and Finance Managers in monitoring the project budget. On a regular basis, review the project expenses, ensure all expenses are put in appropriate budget code and analyse any underspent or overspent.
- ✓ Determine any issues related to project budget and determine solutions in coordination with Program and Finance Manager and Executive Director.
- ✓ Ensure that Hagar finance and procurement policies and procedures are strictly followed by project staff and implementing partners. Report to Program Manager and Finance Manager any suspected violation of Hagar finance and procurement policies and procedure – immediately you become aware.
- ✓ Support Program Manager and Finance Manager to determine an investigation.
- ✓ Facilitate the delivery of direct finance and procurement management support to implementing partners by the finance team by integrating finance and procurement orientation during kick-off meeting with partners, organizing a regular finance visit and if needed organizing a finance and procurement training to partners during project implementation.

Representation, Partnership and Networking

- ✓ In consultation with Program Manager and UNTF Project Coordinator, establish and maintain strong relationships with local implementing partners such as government agencies for successful project implementation and ensure that government laws, policies and procedures are compiled during project implementation (e.g. MoU, project approval from local authority).
- ✓ Represent Hagar in relevant seminar and workshops when requested.

5. Work Environment:		
<ul style="list-style-type: none"> This position is based in Hanoi, Vietnam, however if applicants are currently based in Yen Bai province, consideration will be given to the role being based there. Travel to all sub-national levels (village, commune, district, provincial capital) is required. All travel will be at the request and approval of the Program Manager and aligned to Hagar Vietnam's approved cost norms. 		
6. Position Requirement:		Required Or Preferred
Education	<ul style="list-style-type: none"> Post bachelor in Social Work, Social Sciences, Development or related fields. 	Strongly preferred
Knowledge and skills	<ul style="list-style-type: none"> At least 5 years work experience either as Senior Project Officer or Coordinator or Manager of a human trafficking project. Experience in the implementation of human trafficking project funded by international donors. Demonstrated capacity in project planning, implementation and management covering the preparation of annual work plans, budgeting and procurement. Experience working with government counterparts and the community with proven results. Solid understanding of the Vietnamese government system at provincial, district and commune levels. 	Required
Personal Attributes	<ul style="list-style-type: none"> Alignment with Hagar's vision and mission. Alignment with Hagar's values: Respect. Integrity. Compassion. Excellence. Strong leadership skills, good communication skills and team work, analytical skills and problem solving. Ability to work as a team member and independently with minimal supervision. Willingness to stay in the field for extended periods of time, if required. Proficiency in spoken and written English. Good computer skills: MS Office required. Willingness to abide by Hagar's regulations and policies at all times. Commitment to the highest minimum standards of child protection and safeguarding. 	Required

7. Core Competencies:
Accountability: We take responsibility for using our resources efficiently, monitoring progress and for being accountable to survivors, supporters, and partners.
Collaboration: We build strong relationships that inspire trust, respect and effective communication.
Creativity: We embrace innovation, change and new approaches to ensure continuous improvement.
Learning: We pursue excellence by encouraging reflection, learning and professional development.
Quality: We aspire to high goals and strive for the highest quality outcomes and services.

Signatures		
Name	Signature	Date
Prepared by Program Manager Ms. Chu Thanh Hoa		
Verified by Finance & HR Manager Ms. Pham Thi Ngan		
Approved by Executive Director Ms. Carol Mortensen		
Position Holder:		