

<b>JOB PROFILE</b>	
<b>Senior Project Coorfinator</b>	
<b>Position: Senior Project Coorfinator</b>	<b>Work Time (%): 100</b>
<b>Starting Date: January 2013</b>	
<b>Duties</b>	<p>Caritas Switzerland (Caritas) has been operational in Vietnam since 1996. The strategy of Caritas in Vietnam focuses on sustainable livelihoods programmes to reduce poverty and increase equity, especially for ethnic minorities. Equally important is the engagement in climate change and disaster risk reduction goals of our engagement in Vietnam. Besides cooperating with Government agencies at all levels, Caritas promotes the development of civil society organisations in policy dialogue and social issues.</p> <p>The current 2<sup>nd</sup> phase of the Quan Ba Integrated Community Development Project (Quan Ba IDCP 2) has been operating since 2009 and will end in February 2015. The <b>project objective</b> is as follows: <i>By 2014, all households, with special focus on the poor and women, in the Caritas Quan Ba project area are enabled (participation, capacity and empowerment) to lead better lives in terms of food security, higher income, well-being, while using their resources in a sustainable way and fostering their cultural identity.</i> The three objectives of the project focus on 1. Income &amp; Food Security; 2. Environment and Living Conditions; and 3. The Supporting Framework.</p> <p>The Quan Ba Project has an office in Tam Son Township, Quan Ba District. The project team has 11 staff, including 5 staff from Hanoi. The team is headed by the Caritas Project Coordinator.</p> <p>Caritas Switzerland (Caritas) is offering an open position for an experience Project Coordinator in a highly interesting and complex setting in Quan Ba fulfill the following duties:</p> <p>The <i>role</i> of the Senior Project Coordinator is to represent and support Caritas Switzerland in Vietnam (Caritas) in the follow up of the project implementation of the Quan Ba ICDP2 (2009-2015) based on the Memorandum of Understanding (MoU) signed between Caritas and the Ha Giang Provincial People's Committee, and the MoA between Caritas and the Quan Ba District People's Committee (Project Holder).</p> <p>In particular, the Quan Ba Project Coordinator is responsible for:</p> <ul style="list-style-type: none"> <li>• Representation of Caritas in Quan Ba, incl. demonstration of Caritas's work ethics and approach;</li> <li>• Overall responsibility and management of sound operation of the Project Office in Quan Ba, incl. the <i>heading of the Project Coordination Unit (PCU)</i> (incl. Caritas officers and assigned district personnel) for technical guidance; and <i>close</i></li> </ul>

	<p><i>collaboration with the Project Director</i> for implementing the project and reporting to the PMB;</p> <ul style="list-style-type: none"> <li>• Implementation of specific project components/activities</li> </ul>
<p>Qualifications</p>	<p><b>Professional Experience</b></p> <ul style="list-style-type: none"> <li>• Minimally 7 years of professional working experience in project management or similar positions</li> <li>• Strong record of professional expertise in related development fields</li> <li>• Experience in community participation methodology and approach. Experience in Village Development Planning (VDP) and Commune Development Planning (CDP) is a strong advantage</li> <li>• Working experience in other reputable organizations (international organizations, consultancies, bilateral agencies etc.)</li> </ul> <p><b>Qualification required</b></p> <ul style="list-style-type: none"> <li>• Strategic thinking, discipline, openness, reliability, flexibility, accountability, and transparency</li> <li>• Strong leadership skills to lead the Project Coordination Office, with diverse staff/personnel (local ethnic minority staff from commune level, local staff from district level, staff from Caritas and VNGO partners from Hanoi, international experts, and independent national or international consultants)</li> <li>• Proven experience and skills in project coordination in complex framework and setting, which involves different stakeholders (i.e. project setting: Project Management Board (on behalf of the District People’s Committee), Commune Development Board (on behalf of the Commune People’s Committee), Local NGO, and Caritas Switzerland Headquarters in Switzerland).</li> <li>• Demonstrated negotiation and problem solving skills and experience in dealing with problems in complex situation while maintaining organizational values and approaches to work with local authorities and partners</li> <li>• Good skills and experience in keeping the project on track</li> <li>• Confident in dealing with partners at District and commune levels, in representing Caritas’ value and methodologies to partners.</li> <li>• Experience and skills in managing project budget and finance management.</li> <li>• Good experience at coaching and capacity development (for partners and project staff), especially in supporting partners on VDP/CDP</li> <li>• Excellent skills and experience in communication for changes</li> <li>• Excellent English language skills (oral and written).</li> <li>• Excellent command of MS-Office.</li> <li>• Native Vietnamese-speaker</li> </ul>
<p>Interested candidates should send a cover letter clearly demonstrating your suitability for this position and a full CV in English to Caritas Switzerland in Vietnam.</p> <p><b>Contact:</b> Caritas Switzerland in Vietnam Email: <a href="mailto:vietnam@caritas.ch">vietnam@caritas.ch</a></p> <p>Closing date to apply for this position: 31<sup>th</sup> Oct 2012. (May be extended if no suitable candidate found) Only short-listed candidates will be invited for an interview.</p>	

## Job Description

<b>Title:</b>	Senior Project Coordinator
<b>Name:</b>	N.N.
<b>Organization:</b>	Caritas Switzerland in Vietnam
<b>Job Category:</b>	Senior Project Coordinator in Quan Ba (Integrated Community Development Project Phase II, ICDP2)

**Reporting to:** Programme Manager  
**Deputized by:** International Expert  
**Place of Work:** Quan Ba District, Ha Giang Province  
**Work time:** 100% (75% in Quan Ba District, 25% in Hanoi office)  
**Travel time:** Travels to Quan Ba every 3 weeks, in the mode of: Quan Ba 2 weeks – Hanoi 1 week. When in Quan Ba, frequent visits to the project areas (>50%).

### A. Background and Setting

Caritas Switzerland has been operational in Vietnam since 1996. The strategy of Caritas Switzerland in Vietnam focuses on sustainable livelihoods programmes to reduce poverty and increase equity, especially for ethnic minorities. Equally important is the engagement in climate change and disaster risk reduction goals of our engagement in Vietnam. Besides cooperating with Government agencies at all levels, Caritas promotes the development of civil society organisations in policy dialogue and social issues.

The current 2<sup>nd</sup> phase of the Quan Ba Integrated Community Development Project (Quan Ba IDCP 2) has been operating since 2009 and will end in February 2015. The **project objective** is as follows: *By 2014, all households, with special focus on the poor and women, in the Caritas Quan Ba project area are enabled (participation, capacity and empowerment) to lead better lives in terms of food security, higher income, well-being, while using their resources in a sustainable way and fostering their cultural identity.* The three objectives of the project focus on 1. Income & Food Security; 2. Environment and Living Conditions; and 3. The Supporting Framework.

The Quan Ba Project has an office in Tam Son Township, Quan Ba District. The project team has 11 staff, including 5 staff from Hanoi. The team is headed by the Caritas Project Coordinator.

### B. Responsibility

The *role* of the Senior Project Coordinator is to represent and support Caritas Switzerland in Vietnam (Caritas) in the follow up of the project implementation of the Quan Ba ICDP2 (2009-2015) based on the Memorandum of Understanding (MoU) signed between Caritas and

the Ha Giang Provincial People's Committee, and the MoA between Caritas and the Quan Ba District People's Committee (Project Holder).

In particular, the Quan Ba Project Coordinator is responsible for:

- Representation of Caritas in Quan Ba, incl. demonstration of Caritas's work ethics and approach;
- Overall responsibility and management of sound operation of the Project Office in Quan Ba, incl. the *heading of the Project Coordination Unit (PCU)* (incl. Caritas officers and assigned district personnel) for technical guidance; and *close collaboration with the Project Director* for implementing the project and reporting to the PMB;
- Implementation of specific project components/activities

Within this context, the Quan Ba Project Coordinator has the following tasks:

### **C. Tasks**

#### **1. Representing Caritas in Quan Ba**

- Represents Caritas in the district and towards local officials, and visitors;
- Demonstrates Caritas' values in work ethics, approaches that favor the poorest members of the communities and inspires personnel and partners
- Ensures cross cutting issues (i.e. pro-poor, gender equity, ethnic minorities, CCA/DRR) are integrated in project plans, implementation approaches and reports
- Assist the Caritas Management Team in relation to project and program development in Quan Ba

#### **2. Responsibility for Overall Project Management in Quan Ba (IDCP 2)**

##### **2.1. Project cycle and budget management**

- Coordinate and assist/facilitate Project Management Board (PMB) and Commune Development Boards (CDBs) in project planning including annual operational plan (AOP) and Quarterly Operational Plan (QOP) to ensure project interventions are in good progress; plans are developed and finalized timely, objective-oriented, feasible and efficient; and relevant stakeholders participate in planning processes;
- Coordinate and assist/facilitate PMB and CDBs in monitoring and decision making in regarding to project implementation and M&E;
- Coordinate setting-up and operation of project M&E systems to ensure they are well functioning;
- Coordinate and ensure project regular reports (bi-annually and annually) are well prepared and submit timely and in good quality; project monitoring databases are regularly updated;
- Coordinate and conduct field visits (individually and together with PMB members and relevant stakeholders) to monitor project progress, results and impacts;
- Identify needs, make plans and implement capacity building activities to ensure PMB and CDBs members capable fulfilling their tasks
- Manage project overall budget;

- Ensure all project implementation and budget procedures comply with Caritas Policies and Regulations
  - Ensure project information are timely, transparently updated and shared among relevant project stakeholders and Caritas Management Team Members.
- 2.2. Financial management
- Provide assistant to Project Director in financial management to ensure all project expenditures complying with Caritas financial management regulations
  - Provide back-up to the Project Director in finance and bank account management if absent or on leave
  - Supervise project accountant and cashier, bank account and petty cash to ensure financial management system are well managed and complying with Caritas financial management policies, standards and procedures
  - Together with Caritas Human Resources, Finance and Administration team, identify needs and coordinate provision of technical support and capacity building activities to financial staff at PCU and commune levels to ensure they are capable manage project finance in compliance with Caritas Financial Management Policies
- 2.3. Human Resource Management
- Provide support, advice and supervision to project staff to ensure they are able to fulfill their tasks
  - Review and approve monthly work-plans and timesheets of every project staff
  - Conduct annual performance appraisals and capacity building plans for every project staff;
  - Take part in recruitment of project staff
  - Coordinate project PCU team regular and other meetings
  - Maintain good communication on HR management with Programme Manager and Management Team
- 2.4. Quan Ba Office Management
- Ensure office administration systems are in place and well maintained
  - Ensure human resources, assets and finance of Quan Ba Project Office are properly managed
  - Coordinate office operation and sound maintenance
3. Project Implementation
- Directly responsible for the management, budget and implementation of **Objective 3: Supporting Framework**, which is stated as follows: *By 2013, the Caritas project communes and villages and their leaders have become strong, active and responsible actors in regard to households' needs and potentials, which is reflected in pro-active policy implementations and increased households' well-being.*
  - Directly responsible for the sustainable management and implementation of the *Expected Results* as stated under Objective 3 in the Project Log-frame:
    - Expected Result 3.1: Village SEP  
The Village Governance Boards of the 19 project villages prepare a yearly Village "Social Economic Plan" ("Village SEP") that reflects the expressed needs of all households in the respective villages (incl. CCA/DRR and CBDRM).
    - Expected Result 3.2: Commune Project Plan/Commune SEP

The Commune Development Boards of the three project communes prepare, implement and monitor a yearly Commune Project Plan that is supplementary to the “Social Economic Plan” (“Commune SEP”) - with the purpose to support increased integration of “Village SEP” and villages’ needs into “Commune SEP” (incl. CCA/DRR and CBDRM).

#### Expected Result 3.3 Project M&E

The Commune Development Boards (CDB) – consisting of village and commune members - facilitate and monitor successful implementation of Village and Commune SEPs.

#### Expected Result (3.4): Project Management Board

The Project Management Board (PMB) at district level facilitates and pro-actively support the overall project implementation.

### **D. Additional Tasks**

- Any other tasks on request and in mutual agreement with the Programme Manager or Members of the Management Team, which are important for Caritas Switzerland in Vietnam, (i.e. assist in the development of project concepts and proposal, documentations, etc.)
- All staff, including the Senior Project Coordinator, are sometimes required to translate documents and/or interpret in meetings.
- The Senior Project Coordinator is employed 100% by Caritas Switzerland in Vietnam. Should he want to engage in other work besides his work for Caritas (i.e. work for other organizations, institutions or private businesses – be it formally or informally), it must be in agreement with his supervisor, and not affect the quality of his work and/or lead to a conflict of interest in regard to his work for Caritas.

### **E. Required Entry Qualifications and Competencies**

#### **Formal Education**

- Bachelor or Masters Degree related Development Studies, Rural development, Environmental Fields, Sociology, Public Administration, MBA, etc.

#### **Professional Experience**

- Minimally 7 years of professional working experience in project management or similar positions
- Strong record of professional expertise in related development fields
- Experience in community participation methodology and approach. Experience in Village Development Planning and Commune Development Planning is a strong advantage
- Working experience in other reputable organizations (international organizations, consultancies, bilateral agencies etc.)

#### **Qualification required**

- Strategic thinking, discipline, openness, reliability, flexibility, accountability, and transparency
- Strong leadership skills to lead the Project Coordination Office, with diverse staff/personnel (local ethnic minority staff from commune level, local staff from district level, staff from Caritas and VNGO partners from Hanoi, international experts, and independent national or international consultants)

- Proven experience and skills in project coordination in complex framework and setting, which involves different stakeholders (i.e. project setting: Project Management Board (on behalf of the District People's Committee), Commune Development Board (on behalf of the Commune People's Committee), Local NGO, and Caritas Switzerland Headquarters in Switzerland).
- Good negotiation skills
- Demonstrated negotiation and problem solving skills and experience in dealing with problems in complex situation while maintaining organizational values and approaches to work with local authorities and partners
- Good skills and experience in keeping the project on track
- Confident in dealing with partners at District and commune levels, in representing Caritas' value and methodologies to partners.
- Experience and skills in managing project budget and finance management.
- Good experience at coaching and capacity development (for partners and project staff), especially in supporting partners on VDP/CDP
- Excellent skills and experience in communication for changes
- Excellent English language skills (oral and written).
- Excellent command of MS-Office./.