

WORLD VISION VIETNAM

POSITION DESCRIPTION

KEY POSITION INFORMATION			
Job Title	Special Project Officer	Hay GL	13
Reports To	TMSV Project Manager		
Department/Group	TMSV Project	Location	Ha Noi Office

WORK CONTEXT / BACKGROUND:

World Vision is a Christian relief and development organisation working to create lasting change in the lives of children, families and communities living in poverty. World Vision serves all people regardless of religion, race, ethnicity or gender. As a child-focused organization, WV's work focuses on children, ensuring they are protected and their basic needs are met. WV has a total income of around US\$ 18,000,000 (FY21) with funding from 13 support countries in Europe, Asia, the Americas and Australia. Funding of WV consists of sponsorship program funding (70%) and PNS/grants (30%). WV employs about 420 staff, of which more than 99% are Vietnamese nationals.

Currently, World Vision Vietnam is implementing 37 Area Programmes (APs) which operate in 5 zones: North: Hoa Binh - Dien Bien, Yen Bai – Tuyen Quang, Thanh Hoa - Hung Yen - Hai Phong, Central: Quang Tri - Quang Nam – Danang) and South (Quang Ngai - Binh Thuan – DakNong - Ho Chi Minh). WV's APs work with government partners and communities on a daily basis. Beside the APs, WV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

TMSV's Project Goal: This project will tackle Modern Slavery from Vietnam through harnessing the capacities of IOM, World Vision and British Council to implement a coordinated series of interventions that specifically align with existing work in Vietnam, and United Kingdom Official Development Assistance requirements in five target provinces: Nghe An (Yen Thanh; Dien Chau); Hai Phong (Hai Phong city; Thuy Nguyen); Quang Binh (Dong Hoi, Bo Trach); Ha Tinh (Can Loc; Nghi Xuan); and Quang Ninh (Ha Long city). This will be achieved by seeking change on the following impacts:

- Impact area 1: will be achieved through first establishing the key factors that contribute to vulnerability before engaging the necessary government and non-government actors to raise awareness and change behaviour, including by promoting meaningful livelihood alternatives.
- Impact area 2: vulnerable populations will be empowered through improved coordination, delivery and understanding of justice and social support services. Strategies for prosecution and sentencing will also be developed, whilst effective coordination among justice sector institutions will be achieved through promoting provincial level coordination mechanisms, including increased functionality of the national trafficking database.
- Impact area 3: addresses this by building the capacity of key stakeholders involved in victim identification in Vietnam and the UK ensuring at-risk individuals are identified early and correctly, and victims are supported adequately, and with dignity. Rehabilitation and reintegration assistance therefore, will contribute significantly to reducing vulnerability to human trafficking, modern slavery and poverty.

WV will be responsible to implement the activities related to the impact area 3. WV maintains the structure of one project manager, two project officers and one Bookkeeper/finance officer for implementation of the designated project component.

PURPOSE OF POSITION:

To assist the Project manager in achieving the goal, outcomes, and outputs of TMSV project design document and its logical framework for IMPACT AREA 3: Supporting the rehabilitation and reintegration of victims of trafficking through the identification, protection, support and successful reintegration of VoTs (Victims of Trafficking)/ PVoTs (Potential Victims of Trafficking) within the target states.

Specifically, work with relevant stakeholders to ensure that:

- Improved identification of PVoT cases including by liaising with authorities abroad, particularly from the UK, to meet and support returning victims and supporting victims to apply for recognition of victim status from the Vietnamese Government.
- PVoTs and VoTs, including girls, boys, women and men, supported with a long-term tailored comprehensive package.
- Identify areas of learning and continuously improve ways to safeguard vulnerable children and adults, including by ensuring VoTs / PVoTs are not re-victimised through processes or services delivered.

Role Dimension	Responsibilities	Percent of Time Spent
Planning	<ul style="list-style-type: none"> • Provide assistant to the Project Manager to develop Action Plan at grassroots levels, ensuring the integration between anti-trafficking and other projects. • Identify problems and alternative solutions as well as opportunities for partnership by participating in community needs assessments including stakeholder analysis and situation analysis in collaboration with other AP team members. • Identify potential stakeholders and resources for partnerships/ project implementation in the target locations. 	20%
Project Activities Implementation, Monitoring and Reporting	<ul style="list-style-type: none"> • Provide assistance to partners in providing rehabilitation and reintegration of victims of trafficking through the identification, protection, support and successful reintegration. • Provide support to clients and track progress of his/her reintegration in cooperation with government counterparts. • Meet with volunteers, case workers and Project Management Boards (PMB) for reflection and case management review are organized monthly or when needed. • Ensure appropriate expenditures/utilization of • Establish partnership with appropriate stakeholders • Monitor project activities at the field level to ensure the project goal and outcomes are achieved • Gather and document information of project activities regularly. • Act as a contact person of the project for routine issues concerning anti-trafficking project • Attend reflection meetings at project site and anti-trafficking meetings at national level 	40%

	<ul style="list-style-type: none"> • Provide assistance to the Project Manager and local partners in project design, implementation, monitoring and reflection • Implement project activities in integration with the other projects at the field • Develop project reports in good quality and delivered on time • Ensure anti-trafficking related document at field are filed for references • Follow strictly WVV finance procedures and guidelines • Contribute to project assessment, final evaluation, or other social surveys 	
Capacity Building	<ul style="list-style-type: none"> • Train volunteers and caseworkers on facilitation and program skills. • Work with consultants to provide capacity building and follow-up for local partners on supporting victims • Provide assistance to capacity building for caseworkers and government counterparts who will carry out child protection activities at grassroots levels 	20%
Documentation	<ul style="list-style-type: none"> • Contribute to project good practices, lesson learnt and MSCs and other documentations upon request 	20%

No. Direct Report:	01	Positions Supervised:	
Other Reporting Relationships			
Financial Authority			
Annual Total Budget			
Decision Making Authority			

Important Functional Relationships:		
Contacts	Reason for Contact	Frequency of Contact (Daily, Weekly, Monthly)
Project Manager	Ensure effective implementation of project intervention	Daily
Finance officer	Ensure compliance to WVV and donor's policies and guidelines	Daily/ activity-based

Major Challenge	Possible Approaches/Solutions
Working with multi-agencies requires proactive engagement and flexibility	Manager provide in time support and guidance

Different context of project areas	Sharing of project team and support

Knowledge, Skills, Abilities:

(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)

Education	A Bachelor Degree preferably in Social Science/ English language...	- Essential
Knowledge & Skills	<ul style="list-style-type: none"> • Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes; • Community mobilization skills, including networking/coordination among different local partners; • Demonstrated training and group facilitation skills; • Case management skills; • Good time management and organizational skills; • Good interpersonal and communications skills; • Fair English, especially report writing and reading skills; • Good computer skills in Word, Excel, Power point and email; 	Essential Essential Essential Preferred Essential Essential Essential
Experience	<ul style="list-style-type: none"> • 1-2 years of relevant work experience. • Experience in INGO-funded project planning and implementation. 	Essential Essential
Work Environment	Dynamic working environment Required good team work spirit	
Core Competencies:	Be Safe and Resilient: I take care of my personal well-being and support others to do the same	
	Build Relationships: I treat others with empathy and respect so that trust grows and we can speak the truth with love.	
	Learn and Develop: I create opportunities for myself and others to grow, strengthen competence and improve performance.	
	Partner and Collaborate: I engage and influence networks of people beyond my role to make a bigger difference than we could alone.	
	Deliver Results: I focus on and help achieve the things that matter most, with clear evidence of my contribution	
	Be Accountable:	

	I exercise wise stewardship showing sound judgment and integrity in the decisions and choices I make.
	Improve and Innovate: I seek and discover new and better ways of doing things, solve problems, and turn ideas into action.
	Embrace Change: I approach change and the opportunities it offers with openness and courage and I encourage others to do the same.

Prepared by Hiring Manager:	Date:
Reviewed by People and Culture Director:	Date:
Accepted and agreed by Job holder:	Date: