

TITLE: SENIOR PROJECT OFFICER		
TEAM/PROGRAMME: Child Rights Governance	Child Rights	LOCATION: Hanoi (with some in country travels)
GRADE: 4		CONTRACT LENGTH: 12 months
<p>CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>		
<p>ROLE PURPOSE: The Senior Project Officer (SPO) Child Rights Governance (CRG) works under the guidance and supervision of the Program Manager and in close coordination with partners to ensure effective, efficient and cost-sensitive operations of the “SIDA-funded Strengthening Capacity of Civil Society Organizations (CSOs) on Child Rights Governance in Vietnam” Project in the assigned geographical locations.</p> <p>The SPO will assist to ensure that Save the Children Vietnam activities are consistent with SCI and Members’ programming principles and approaches, draw on good practices and lessons learned, enable children to attain their rights and are compliant with donor regulations.</p>		
<p>SCOPE OF ROLE:</p> <ul style="list-style-type: none"> • Reports to: CRG Program Manager • Staff reporting to this post: <ul style="list-style-type: none"> - Direct: None - Indirect: None • Budget responsibility: N/A • Role Dimensions: The role will communicate and build and maintain good working relationships with a number of internal and external stakeholders. The post holder is required to closely collaborate with other CRG program staff in his/her work. 		
<p>KEY AREAS OF ACCOUNTABILITY:</p> <ul style="list-style-type: none"> • Project Management and Technical Support <ul style="list-style-type: none"> - Provide support to Project Manager in overall management of sub-grantees’ implementation with high quality and in line with the objectives of the program. - Ensure that project progress in accordance with subgrant agreement, activities are completed within time and on budget. - Be responsible for sub-grant management with 2 sub-grantees (TBD). - Provide technical support to foster the implementation and application of Save the Children CRG common approaches. - Ensure the project is implemented in ways responsive to the communities, and children in line with Save the Children principles, values and strategic plan and following Save the Children compliance procedures. - Facilitate a project effective monitoring and evaluation framework and conduct regular field visit to project sites for technical assistance, monitoring and follow-up. - Support Project Manager in the day-to-day management of the project to ensure an effective, efficient and cost-sensitive management by partner. It includes support to short-term planning, implementation of activities, monitoring/reviewing of activities, reporting through coordination with partner. 		

- **Financial Management**

- Provide support to Project Manager in preparing budget phasing and monthly forecast according to approved annual budget for both SC managed budget and sub-grants in coordination with program staff and implementing partners
- Provide support to Project Manager in sub-grant 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.
- Ensure that SCI and donor finance and procurement policies and procedures are strictly followed by project staff and implementing partners. Report to FSSD any suspected violation of SCI finance and procurement policies and procedure for proper investigation.
- Provide support to Project Manager to facilitate the delivery of direct finance and procurement management support to implementing partners by the finance and procurement 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**

- Represent SCI's CRG Programme in relevant CRG forum or theme groups locally and within SCI. With support from Communication Officer, increase and maintain the visibility of SC Vietnam in CRG sector.
- Support Project Manager to establish and maintain network with CRWG and donors working on CRG theme to establish synergy and alliance for any advocacy initiative
- Support Project Manager in coordination and maintain strong relationship with MOLISA to ensure that SC CRG program is in line with government priorities and fully supported by government
- Regularly coordinate and collaborate with other sector/thematic teams to strengthen programmatic synergies and impact.

- **Monitoring, evaluation, reporting and capacity building**

- Lead project-level M&E, including regular monitoring visits to partners to ensure project activities are implemented as per work-plan;
- Lead development of case studies and other project materials;
- Maintain database, records for case studies, photos and other data for project planning and documentation;
- Compile reports from partners for submission to Program Manager and support to produce regular internal and donor reports.

The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience, including adjustment on job description.

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Bachelor’s degree in community develop, social work, environment or related field

EXPERIENCE AND SKILLS

Essential

- At least Bachelor Degree in CRG or related field
- Minimum of 5 year experiences working with an INGO environment, including experience directing and implementing programs;
- Demonstrated experience in CRG thematic area and demonstrated experience in capacity building, technical support, advising and documentation of CRG related program;
- Excellent communication skills both verbally and in written form in English and Vietnamese
- Excellent people management and interpersonal skills, with a demonstrated ability to respond effectively to challenges, and work effectively in a cross culture environment.
- Good understanding of challenges facing vulnerable children and communities in Vietnam;
- Commitment to humanitarian principles/accountability frameworks, especially for work with vulnerable populations;
- Ability to work effectively with people of diverse backgrounds, to motivate and inspire team work;
- Ability to analyse information, evaluate options and to think strategically;
- Commitment to and understanding of SCI aims, values and principles including rights-based approaches.

Desirable

- Flexibility and a sense of humour – ability to work, live and thrive in challenging circumstances;
- Have a very high level of personal and professional integrity and trustworthiness;
- Be both self-confident and humble;
- Experience of working with local government and partners;
- Experience of working in an emergency setting and/or commitment to build that capacity;
- Thrive in a fast-paced and fun environment.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

Health and Safety

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: Hoang Thi Tay Ninh

Date: December 2020

JD agreed by:

Date:

Updated By:

Date:

Evaluated:

Date: