

Plan International Vietnam Job Description

Job Title: Building Relationship Facilitator cum Area Communication Officer	Job grade: C1
Reports to: Program Partnership Manager (PPM)	Working Location: Quảng Trị
Unit/ Department: Program Unit	Effective date: November 2021
Staff directly supervised (position): No	

Purpose:

- Contribute to the success of Plan’s sponsorship program by ensuring smooth sponsorship activities and partnership building in support for sponsorship work in the designated area
- Ensure effective incoming/outgoing communication and provide administrative and logistic support

Job Responsibilities:

I. Roles of sponsorship activities (70%):

Incoming/outgoing sponsorship communication and transaction in Program Unit

- Receive and transfer sponsorship documents (CO/Translation Company – PU – Sponsorship communes/villages)
- Provide information to National Office Inquiry (NOIs).
- Set up and maintain an appropriate filing system of sponsorship communications documents and training documents

Sponsorship activities

- Plan annual sponsorship activities for project areas
- Coordinate with partners to implement sponsorship activities
- Monitor sponsorship activities in communities
- Facilitate quality control and production processes of sponsorship communications products
- Build and develop the relationship between sponsors and sponsored children
- Share experience and lessons learned with regional and country Sponsorship network and provide comments/ input to Sponsorship Manager the improvement of sponsorship activities

Provide training

- Facilitate and build up Community Volunteers (CV) team
- Conduct training on sponsorship program for CV team

Sponsored Parent Visit (SPV) management

- Train the interpreter on Plan policies, procedures and sponsorship activities
- Organize SPV including information provision and visits arrangement
- Record and report sponsor parents visits

Partnership

- Build relationship with related partners to implement the activities of child protection and child participation
- Improve partners’ awareness about Plan’s activities

II. Roles of communication (30%):

- Receive and transfer documents, mail, and telephone between Program Unit (PU) office and Country Office (CO), communities and partners
- Support to organize meetings and workshops

- Assist Area Logistic Officer in supplying stationeries for the office
- Manage office library, filling and share, update new documents policies, procedures
- Manage records of annual and all kind of leaves of staff at PU

Qualifications:

- University graduate in related fields

Experience:

- At least 2 years professional experience in related fields.
- Experience with NGO is an advantage.

Knowledge and skills:

- Knowledgeable child rights and relevant child protections issues,
- Skills in working with children,
- Well developed skills in facilitation, communication, organization, and interpersonal relationships,
- Ability to work independently or as part of a team,
- A pro-active, self-motivated, quality-driven personality,
- Good command of English and Vietnamese,
- Computer literate with common Office packages.