

TITLE: SENIOR PROJECT OFFICER	
TEAM/PROGRAMME: Child Poverty	LOCATION: Ho Chi Minh City with frequent travels to Binh Duong province
GRADE: 4	CONTRACT LENGTH: Full time, from December 2021 to 31 December 2022, with possible extension
<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) is responsible for assigned tasks and for the implementation of the Emergency Response project in the South. The SPO will assist to ensure that Save the Children Vietnam activities are consistent with SCI and Member's programming principles and approaches, draw on good practices and lessons learned, enable children to attain their rights and are compliant with donor regulations As the nature of a major humanitarian emergency project, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly</p>	
<p>SCOPE OF ROLE:</p> <ul style="list-style-type: none"> • Reports to: Project Manager • Staff reporting to this post: None • Budget responsibility: responsible for assigned sub-grant agreement • Role Dimensions: Coordinates with designated project members, other project staffs in other thematic areas and finance and support services staff, MEAL Officer and Communication Officer. 	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>1. Program Planning and Implementation</p> <ul style="list-style-type: none"> • Take the lead in working with the assigned local partner and its sub-grant, in consultation with Project Manager, to ensure all project's activities run as required and agreed work-plan. • Ensure that project progress will be in accordance with donor's contract and subgrant agreement, activities are completed within timeframe and on budget. • Work closely with team members, especially with Project Officer and local partners to draft and finalise work-plan for emergency response, detailed implementation plan and distribution plan which are aligned with community's needs • Facilitate beneficiary identification, relevant training for local partners, and provision of emergency items for the affected communities • Assist 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. <p>3. Technical support and Capacity building</p> <ul style="list-style-type: none"> • Provide technical assistance to foster the implementation and application of Save the Children principles and procedures • Provide technical assistance to all locations' partners of the project, including conducting trainings/inductions for beneficiaries and partners. 	

- Actively participate in the process of developing and training materials to be used in the project, adapting to the challenging contexts.
- Build local partner capacity by planning and coordinating the implementation of project activities, identifying training needs, developing training plans and providing training to develop needed capacity
- Provide direct coaching or mentoring to new project staff if required in the implementation of project activities and facilitate their technical capacity building.

4. Financial Management and Budget Control

- Provide assistance to Project Manager in preparing budget phasing and monthly forecast according to approved annual budget for both SC managed budget activities and sub-grants' activities, in coordination with Project Manager, program staff and implementing partners
- Provide assistance 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 the implementing partners. Report to higher level 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

5. Monitoring, Evaluation, Accountability and Learning

- Assist in developing beneficiaries' assessment tools, designing activities, and conducting induction or training to partner on how to use the Meal tools in relevant project's activities as necessary
- Facilitate a project effective monitoring and evaluation framework and conduct regular field visit to project sites for technical assistance, monitoring and follow-up.
- Use quality benchmarks, MEAL toolkit when conducting M&E visit and responsible for updating the M&E tracker on reporting requirements of the project.
- Collect and submit monthly reports that compile the reporting requirements and numbers reached in each project sites, achievements, challenges and lessons learned.
- Participate in, support and prepare logistics for research, surveys and other monitoring and/or evaluation activities in all project sites as needed.
- Propose solutions to address assessed needs and adjust implementation approaches to attain or maintain the highest quality based on assessment and ongoing monitoring and evaluation.
- Prepare draft project reports upon request to submit to Project Manager in a timely manner.
- Collect feedbacks from beneficiaries and partners on project implementation and any other project related issues
- Interview beneficiaries, local implementing partner staffs and children to prepare stories and/or activity reports and photos to show progress, lessons and challenges on a quarterly basis.

5. Program Development

- Contribute to the development of SC Vietnam strategic direction in child poverty sector by supporting Project Manager to provide inputs to the development of concept notes, proposals, and the thematic strategy in coordination with staff involved in child poverty team.
- Ensure that recommendations from beneficiaries, government partners, and donors are considered in program development.
- Work closely with the project team to capture the project impact and lessons, feedback from beneficiaries and ensure these are integrated in child poverty theme.

6. Representation, Partnership and Networking

- Represent SCI's Child Poverty Programme in relevant forum or theme groups both locally and internationally and within SCI. With support from Communication Officer, increase and maintain the visibility of SC Vietnam in Livelihood support sector
- Support Project Manager to establish and maintain network with INGOS, CSOs and donors working on child poverty theme to establish synergy and alliance for any initiative
- Support Project Manager in coordination and maintain strong relationship with Government partners, to ensure that SC program is in line with government priorities and fully supported by government
- Establish and maintain strong relationship with local implementing partners such as government agencies and CSOs for successful project implementation and ensure that government laws, policies and procedures are compliant during project implementation (e.g. MoU, project approval from local authority)

7. Staff Management and coordination

- This post holder might not have to direct supervise any staff, however it is expected that the post holder will support Project Manager in staff management of the designated project and coordination with other projects
- Coordinate assignments between project staff as requested by Project Manager

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, donor 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 development, social sciences sciences or related field

EXPERIENCE AND SKILLS

- From 5-7 years’ experience in the NGO environment, including experience implementing programs in related fields
- Experience in working with government partners at different levels and CSOs
- Demonstrated experience in community development – Emergency Response and children focused programming.
- Demonstrated experience in capacity building, technical support, advising and documentation of community development/emergency response project.
- Well organized and good experience of effective budget monitoring, developing and management.
- Good people management and interpersonal skills, with a demonstrated ability to respond effectively to challenges, and work effectively in a cross culture environment.
- 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 humanitarian principles/accountability frameworks, especially for work with vulnerable populations.
- Commitment to and understanding of SCI aims, values and principles including rights-based approaches.
- Good skills in communicating in English and Vietnamese.

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;
- Willing to travel

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

JD written by: Pham Thi Bich Ngoc	Date: 17 November 2021
JD agreed by: Nguyen Trong Vu Binh	Date:
Updated By:	Date:
Evaluated:	Date: