

The following provides guidance on development of role profiles. This guidance should be used when completing the template. (Please use font Gill Sans MT size 11)

TITLE: Project Officer – CSO support	
TEAM/PROGRAMME: Child Rights Governance	LOCATION: Ha Noi with frequent travel (at least 30%) to project sites
GRADE: 5	CONTRACT LENGTH: Definite
<p>CHILD SAFEGUARDING: (select only one) Level 3: The post holder will have contact with children and 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 Project Officer works under the guidance and supervision of the Project Manager and in close coordination with partners to ensure effective, efficient and cost-sensitive operations of the “PARTICIPATE: Empowered CSOs and ethnic minority youth for active participation in decision making in Yen Bai, Vietnam” project activities in the assigned geographical locations.</p> <p>The Project Officer 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: Reports to: Project Manager Budget Responsibilities: None Role Dimensions: The PO will communicate, build and maintain good working relationships with a number of internal and external stakeholders. The post holder is required to collaborate closely with other CRG program staff in his/her work.</p>	
<p>KEY AREAS OF ACCOUNTABILITY: I. Management of sub-grant agreements with local partners for Project Implementation Management of project activities</p> <ul style="list-style-type: none"> • Directly manage the CSO sub-grants agreements of local partners to ensure effective program implementation; • Provide support and supervision to local partners who are local CSOs to ensure quality, participatory, effective, efficient and cost-sensitive planning, implementation, monitoring/ reviewing, reporting and evaluation processes of the activities in the project areas, with and by partners; • Build and strengthen capacity of local CSOs in organizational capacity development, project management, sub-grant management, internal control, financial and procurement management in compliance with Donor requirements (European Union, Save the Children), especially in the area of fostering youth’s participation in economic - social development, leadership and gender equality • Develop Project Detailed Implementation Plan and review project work-plans including that of partner organizations; Apply PMM tools (Project Management Methods) for the effective project management. • Liaise and manage relationships and contacts with key project partners including provincial government agencies and local partners; • Support the Project Manager to schedule activities, meetings, trainings and workshops organized in Hanoi and other locations; • Coordinate all logistical issues for visits, project activities and other related tasks. 	

Financial management

- Ensure the effective and efficient use of all Save the Children resources in order to keep cost-efficiency of the actions;
- Monitor partners' budgets, burn rate and advise Project Manager of any anticipated problems;
- Support Project Manager to develop and monitor project budget, cash forecast and budget phasing as required;
- Comply with SCI and donor's requirements on expenditures; provide support to partners on compliance.

Monitoring – evaluation – accountability – learning (MEAL)

- Conduct project MEAL plan, including regular monitoring visits to partners to ensure project activities are implemented as per work-plan; identify and use the data collection methodologies; strengthen evidence and learning; ensure accountability mechanism
- Develop the project case studies and contribute to development of other project materials;
- Maintain project database, beneficiaries tracking, records for case studies, photos and other data for project planning and documentation;
- Compile reports from partners for submission to Project Manager and support to produce regular internal and donor reports.
- Apply and documentation of Quality Benchmark using to ensure the quality of the project.

Communication – visibility - advocacy

- Ensure the project Communication and visibility plan in compliance with Donor requirements
- Strengthen capacity of local CSO and youth to participate in decision making and in the promotion of gender equality.
- Explore social based initiatives to support social and economic empowerment of ethnic minority youth.

2. Contribution to CRG programme development

Technical assistance

- Provide technical support to partners on Child Participation, Youth Employment, Gender Mainstreaming, Advocacy on approaches and implementation methods consistent with acknowledged good practice to achieve sustainable results;
- Support Project Manager with inputs on Country Annual Plan and Country Annual Report
- Provide inputs to developing new concept notes/proposals and program strategies;
- Be updated on and follow recent and cutting-edge developments in the international and national community in regards to CRG.

Coordination, representation, advocacy and networking

- Support national level project activities, including advocacy and coordination;
- Maintain effective links with local partners at all levels to facilitate implementation, sustainability and scalability of the project;
- Maintain effective collaborations with other partners and organizations and related projects in the same provinces for better integration and coordination;
- Build and maintain effective partnerships and networks with relevant technical groups, civil society groups, NGOs, and UN agencies for effective implementation and scalability of the project;

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

- University degree in community development, social development or related field;
- Good at project cycle management and financial management
- Good at partnership

EXPERIENCE AND SKILLS

Essential

- At least 5-year experience in an NGO environment, including experience in implementing projects for youth in development contexts;
- Required experiences in organizational capacity development
- Experience of working with local government, CSO partners, ethnic minority community in the North of Vietnam.
- Solid experience in effective budget monitoring; project monitoring and evaluation
- Good communication skills and a positive attitude to team work;
- Excellent organisational skills, including time management, ability to meet deadlines and work under pressure;
- Experience in advocacy implementation;
- Experience writing, preparing donor reports;
- Good experiences in communication materials developments, materials translation and editing;
- Excellent English and Vietnamese, both written and verbal;
- Commitment to and understanding of Save the Children's aims, values and principles

Desirable

- Have a very high level of personal and professional integrity and trustworthiness;
- Be both self-confident and humble;
- 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 holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role 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 role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.	
JD written by: Nguyen Thi Tu Nga	Date:
JD agreed by: Vuong Dinh Giap	Date:
Updated By:	Date:
Evaluated:	Date: