

## JOB DESCRIPTION

VACANCY INFORMATION	
Job Title	<b>Chief of Party</b>
Report to	National Director
Contract Duration	<b>2+ Years</b>
Preferred Office Location	Ha Noi

JOB PURPOSE
<p>The Chief of Party has the ultimate responsibility for directing and establishing systems for the activity for achieving the performance results in the activity areas, and for determining the appropriate staffing pattern in support of its technical approach. S/He will serve as the principal institutional liaison to USAID. S/he will have an overall responsibility for coordination of all activities and staff of the anticipated Counter Trafficking in Persons (CTIP) program, with a projected award length of five years and estimated budget of \$4M - \$9.99M. The Chief of Party (CoP) shall have a keen understanding of the unique political dynamics and work proactively and collaboratively to support the various entities in Vietnam including the local government officials, local institutions, local communities, donor representatives and other stakeholders as appropriate. S/he will also provide strategic leadership and supervision of sub-grantees and sub-contractors while ensuring the security, feasibility, and sustainability of the program and contribution to children’s protection and educational outcomes.</p>

MAJOR RESPONSIBILITIES		
% of Time	Activity	End Results
50%	<ul style="list-style-type: none"> <li>Direct and oversee grant implementation, ensuring all objectives are met through</li> <li>Build capacity of key staff and partners through promotion of evidence-based promising practices and lessons learned.</li> <li>Supervise a team of senior level international and national staff with protection and counter trafficking technical skills.</li> <li>Lead grant operations staff including finance, M&amp;E, and communications.</li> <li>Ensure proper technical capacity of staff to manage complex donor-funded projects.</li> <li>Lead grant staff and short-term consultants.</li> <li>Manage grant/project budget within approved spending levels and ensure project staff submit accurate and timely financial reports, forecasts, and burn rate analyses to donors and Support Office staff.</li> <li>Ensure grant/project expenses are reasonable, allocated as per assigned budget, prudent and spent in accordance with donor rules and regulations to ensure low risk audits.</li> </ul>	<p>Program is implemented successfully and within established timelines and budget envelope as per the grant agreement</p>
40%	<ul style="list-style-type: none"> <li>Establish clear and frequent communication regarding program progress and oversight management with the donor and World Vision US.</li> <li>Communicate, as soon as possible, with leadership and coworkers on any programme quality issue for it to be addressed collectively.</li> </ul>	<p>Strong donor and stakeholder relationships. Support to program goals and projects implemented by key stakeholders to better serve target populations.</p>

	<ul style="list-style-type: none"> <li>• Contribute to the preparation and writing of World Vision Vietnam’s annual reports by providing all data and information related to the project. Oversee the M&amp;E implementation framework of the project in alignment with WV's strategy, standards, guidelines, and processes.</li> <li>• Undertake frequent field monitoring visits to ensure proper and accurate implementation of the project by staff and partners</li> <li>• Develop or adapt and disseminate diagnostic, analysis and reporting tools that will help field staff to better document and share the impacts of the project.</li> <li>• Develop innovative approaches to monitor the performance and effectiveness of the project.</li> <li>• Consistently look for more effective and efficient implementation methods and opportunities to increase impact on project objectives.</li> <li>• Liaise with local government officials, local institutions, local communities, donor representatives and other stakeholders as appropriate.</li> </ul>	
10%	<ul style="list-style-type: none"> <li>• Represent the project in relevant external stakeholder engagements with government, UN, and partner organizations. Ensure that technical staff, project manager/coordinators participate in meetings and activities of protection and counter trafficking working groups/ clusters in their respective regions and share reports on these meetings and activities.</li> <li>• Provide regular technical support to project field staff through targeted training, tools, and resources to facilitate effective and quality implementation.</li> <li>• Facilitate the introduction of innovative practices, methodologies, or approaches in the implementation of the project where / when possible.</li> <li>• Actively contribute to promote collaboration and leveraging existing World Vietnam Vietnam and peer organizations' programming to maximize program impact Ensure that technical and high-quality standards in implementing the project</li> <li>• Provide oversight to project learning, reflection, and evidence-dissemination with key staff and project partners/sub-grantees.</li> </ul>	Grant is delivered on time and within allocated budget. Strong performance and teamwork of grants staff. High quality of program deliverables

<b>KNOWLEDGE/QUALIFICATIONS FOR THE ROLE</b>	
Required Professional Experience	<ul style="list-style-type: none"> <li>• Minimum of 10 years’ professional experience in international development.</li> <li>• In-depth expertise and experience in trafficking in persons and/or labor exploitation and demonstrate their experience in leading training or activities in this subject area</li> <li>• Expertise in promoting change in the Trafficking in Person (TIP), human rights promotion and protection space</li> <li>• Have excellent training and experience in working with local communities on self-identified solutions with demonstrated sustainability</li> </ul>

	<ul style="list-style-type: none"> <li>• S/he must have demonstrated capabilities in high-level strategic visioning and working effectively with local government and the community.</li> <li>• Demonstrated exceptional leadership in the design, management, implementation, monitoring, and evaluation of similar sized donor-supported programs.</li> <li>• Skills in strategic planning, management, supervision, and budgeting.</li> <li>• Strong written and verbal communication skills in English language.</li> <li>• Demonstrated ability to work constructively with both senior level of government officials and local community leaders.</li> <li>• Have excellent training and experience in working with local communities on self-identified solutions with demonstrated sustainability.</li> <li>• Leadership competence, self-motivated and a team player.</li> <li>• Leadership and key personnel who are fluent in local languages and have experience in the local culture are highly desired and preferred. A Cooperating Country National (CCN) is highly preferred</li> <li>• Experience in managing inter-agency consortiums</li> </ul>
<p>Required Education, training, license, registration and certification</p>	<ul style="list-style-type: none"> <li>• A Master’s degree in management, international development, political science, or a related field</li> <li>• Minimum of 10 years’ professional experience in international development. minimum 3 years USAID/USG award management experience, and 5 years international grant management experience.</li> <li>• In-depth expertise and experience in trafficking in persons and/or human rights promotion/protection and demonstrate their experience in leading training or activities in this subject area</li> </ul>
<p>Preferred Knowledge and Qualifications</p>	<p>Fluency in English (verbal and written)</p>