

**JOB INFORMATION**

Job Title	Urban Area Program Development Facilitator	Line Manager Title	Urban Area Program Manager
Grade Level	13	Department/Office	Field Operations
		Work Location	Area Program

**CONTEXT**

World Vision is a Christian relief, development and advocacy organization working to improve the quality of life of people, especially children who are marginalized and living in poverty. World Vision (WV) helps all who are in need, regardless of their religion, race, ethnicity or gender. As a child-focused organization, WV's work focuses on children, ensuring they are protected and their basic needs are met. World Vision Vietnam (WVV) is operating in 4 zones: North 1 (Hoa Binh, Dien Bien), North 2 (Yen Bai, Tuyen Quang, Hai Phong), Central (Thanh Hoa, Quang Tri and Da Nang) and South (Quang Nam, Quang Ngai, Binh Thuan, Ho Chi Minh, DakNong). WVV's Area Program (AP) usually focuses within one administrative district of a province which populated by ethnic minority people with high rates of poverty. A uniqueness of WVV's Development Program Approach (DPA) is that AP team members are based at district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Beside the APs, WVV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

**JOB PURPOSE**

- To serve as a catalyst, partnership broker, and builder of the capacity of local partners, facilitating the development process toward the improved and sustained well-being of children within their families and community, especially the most vulnerable children.
- To manage the technical projects in assigned communes and advocate for sustainable well-being of children especially the most vulnerable children.
- To ensure that the operations in the area is fit for urban contexts and in alignment to the Urban Ministry Model (UMM)

**MAJOR RESPONSIBILITIES****1. Community engagement and Sponsorship**

- **Planning**

- Facilitate partnering/ networking with and connections among different local stakeholders (formal and informal community groups, businesses, NGOs and local government agencies, etc.) to mobilize resources for the well-being of children in alignment to the stakeholders mapping of the area
- Facilitate capacity building for communities and local partners in Area Program (AP) planning and annual community review and planning with a focus on urban contexts, its challenges and opportunities
- Facilitate AP planning activities at the assigned communes

- Facilitate annual community review and planning at the assigned communes with a focus on impact, sustainability and effectiveness.
- Support communities and partners to develop and implement the community-based disaster preparedness plans
- **Monitoring**
  - Facilitate capacity building for communities and local partners in the assigned communes in shared monitoring that is suitable for urban dwellers
  - Facilitate shared monitoring activities and reports
  - Facilitate annual program effectiveness/ PAF self-review and community-based groups self-review
- **Child participation and protection**
  - Strengthen child clubs and children led community initiatives
  - Promote the use of child friendly tools such as photo voice, body map, river of life to increase child participation and voice in the community
  - Strengthen child protection committees in the assigned communes
- **Most Vulnerable Children (MVC) inclusion**
  - Ensure that all vulnerable groups are mapped out and reached
  - Make sure MVC are included and best benefiting from technical project interventions/ models
  - Document best practices, lesson learnt and Most Significant Change (MSC) stories of MVC and their families
- **Micro projects**
  - Identify and engage communities and partners in micro projects
  - Facilitate the community-based groups in development and implementation of micro projects
  - Facilitate community-based groups in monitoring and reporting of micro projects.
- **Sponsorship integration**
  - Ensure sponsorship Integration plan is a part of Annual Community Review and Plan to maximise integration with programme activities and to support development of Community-Led Care & Protection and Children's Participation and Voice within the community.
  - Support the child monitoring processes and follow up with case management of registered children in assigned communes. Ensure reporting and follow-up adherence to child death, sickness and accident/protection protocols.
- **HEA – DRR:**
  - Take Disaster Risk Reduction – Response to Climate Change (DRR-RCC) into account when coordinating, implementing, M&E of AP/Project's activities to ensure that climate change and disaster risks can be addressed and reduced

## 2. Program Management

- **Implementation of Technical Models and Advocacy**
  - Work with partners and team members to ensure that there is a good understanding of the urban context, vulnerabilities, opportunities, risks, data gaps, issues and approaches needed to operate in urban contexts.
  - Facilitate the area implementation in alignment to the Urban Ministry Model, in all its three components, operational, programmatic and resources and incorporate this in design of projects, reporting mechanisms, funding opportunities and technical adaptations.

- Work closely with Technical Program Officers (TPOs) to introduce and build capacity for local partners on technical project models, guidelines, tools to operate the project.
- Facilitate the implementation of technical models in alignment with the standard guidelines (cost norms) and tools while ensuring that they are suitable for the uniqueness of the urban context.

- **Financial Management**

- Manage resources with integrity and stewardship, in compliance with WVV's financial policies and procedures.
- Coordinate procurement and strategic sourcing in assigned communes

### 3. Security, Risk management and other

4. Take responsibility for personal security, accurately identify and assess the dangers and respond in the most appropriate way

## KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	<ul style="list-style-type: none"> <li>- At least 3 - 5 years of work experience in community development.</li> <li>- Experience in program implementation, community mobilization and participatory approach</li> </ul>
Required Education, training, license, registration, and certification	<ul style="list-style-type: none"> <li>- Bachelor degree, preferably in education, public health, community development, social work.</li> <li>- Motorbike driving licence</li> </ul>
Preferred Knowledge and Qualifications	<ul style="list-style-type: none"> <li>- Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes.</li> <li>- Basic knowledge and understanding of key aspects of development work; including child protection, nutrition /health, livelihoods, resilience, advocacy, cross-cutting themes (e.g. gender, environment, disability, child participation).</li> <li>- Demonstrated capacity in project management</li> <li>- Skills in facilitation</li> <li>- Experience in working with local stakeholders/partners, children and ethnic minorities.</li> <li>- Strong interpersonal skills and well-developed written and oral communications skills in Vietnamese.</li> <li>- Fair English skill.</li> <li>- Solid computer skills in Word, Excel, PowerPoint, email, internet and virtual applications.</li> <li>- Willingness to support articulate and demonstrate World Vision's core values in meaningful ways to colleagues, partners, children and communities.</li> </ul>

## VI. Applications

- CV (including full name, title, agency, contact phone number)
- Application should be sent to People and Culture Department email: [WVV\\_Recruitment@wvi.org](mailto:WVV_Recruitment@wvi.org) before 5:00 p.m. on 10/04/2023 (Vietnam time).