

Job Description

JOB INFORMATION

Job Title	Project Manager – Anticipated project of “Mekong Resilience to Climate Change through Eco-based Agroforestry (MeRCCEA)”	Line Manager Title	Zonal Programs Manager
Grade level	15	Department/Office	Operations
		Location	Ho Chi Minh

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 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) has been funded from 13 support countries in Europe, Asia, the Americas and Australia. Funding of WVV consists of sponsorship program funding (70%) and Private Non-Sponsorship (PNS)/grants (30%). WVV employs about 430 staff, of which 93% are Vietnamese nationals.

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.

The 36-month research project of “Mekong Resilience to Climate Change through Eco-based Agroforestry” (MeRCCEA) aims at building resilience for communities at risks in Mekong Region through identifying and promoting freshwater wetlands and Melaleuca forests ecosystem and Climate change mitigative and/or adaptive agroforestry models/practices in U Minh District, Ca Mau Province through three expected outcomes, 1) Development of mangrove ecosystems and livelihoods for climate-resilient communities, 2) Strengthening CBDRM in target communities, and 3) Expansion of the agroforestry model for Mekong Basin countries.

The project will address the challenges in the Climate Change or Livelihood sector in Vietnam and the Region by:

- Contributing to reduction of CO2 emission through development, protection of mangrove systems

- Promoting sustainable livelihood activities through enhancing equilibrium between development, protection of mangrove systems and agroforestry, livelihood activities
- Building and strengthening community resilience against CC and disaster risks through enhancing implementation of CBDRM.

JOB PURPOSE

- The position is responsible for implementing and managing the grant project of Mekong Resilient to Climate Change through Eco-based Agroforestry (MeRCCEA). To be responsible for achieving the goal, outcomes, and outputs of MeRCCEA project design document and its logical framework.

MAJOR RESPONSIBILITIES

% of time	Activity
40%	<p>Leadership/Management</p> <ul style="list-style-type: none"> - Leadership and management are provided to the Project Team in planning, implementing, and monitoring MeRCCEA outputs and activities as described in the project design and logframe. - Semi-annual and year-end performance reviews/management are undertaken. - Team members are developed into effective Climate Resilience professionals to ensure the team is capable of carrying out quality work. - Work closely with target locations and related stakeholders during the implementation of MeRCCEA project. - Assistance is provided in analysing and planning for appropriate staffing levels and developing job descriptions for team members and support staff. - Lessons learned from other climate resilience projects are obtained and utilized. - Serve as a resource for disseminating knowledge and skills to WVV, other WV entities and other agencies. - Seamless integration of MeRCCEA activities into existing WVV AP where applicable.

30%	<p>Co-ordination and Relationship</p> <ul style="list-style-type: none"> - Effective working relationships with Provincial & District officials and relevant Government of Ca Mau province are built and nurtured. - Represent WVV in external meetings and act as the contact person with relevant government officials. - Effective links with the wider target community is built in order to raise awareness of WVV's philosophy and approach to development in general and to MeRCCEA measures in particular and foster the ownership and participation of the community in MeRCCEA activities. - Coordination is fostered and duplication of effort is avoided in the MeRCCEA target areas by interacting with other NGO's, United Nations agencies, and Government/Mass Organizations. - Serve as a bridge between MeRCCEA staff, project partners and Zonal Programs Manager
20%	<p>Monitoring, Evaluation, Reporting and Learning</p> <ul style="list-style-type: none"> - Ensuring effective project implementation and reporting. - Ensuring adequate documentation (including lessons learnt and best practices) for all activities undertaken in the course of the project implementation are ensured. - Leading continuous observation, reflection, learning, iteration, adaptation and quality improvement process to identify the most salient problems and design appropriate responses, ensuring the highest quality possible of the project in close collaboration with M&E staff and external implementation partners; - Monitoring Tools for each MeRCCEA output and outcome are developed. - Semi-annual narrative progress reports are prepared for submission to donors. - A mid-term project review and an end-of-project evaluation are planned and implemented. - Lead the team to document best practices of the programme and share to others
5%	<p>Finance and Administration</p> <ul style="list-style-type: none"> - Financial policies and procedures are followed and the integrity of financial documents, procedures and reports is ensured by liaising with the Finance Department. - Financial reports are monitored and used as management tools for evaluating Project progress. - The Project office is organized and well maintained.
5%	<p>Others</p>

- Manage directly the safety and security within the team based on WVV guidelines, through security assessment, planning and management.
- Prepare and update regularly the risk registers for the team
- Identify and mitigate the risks that could impact the achievement of goals of the team
- Perform other duties as assigned by the manager to contribute to the team performance

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	<ul style="list-style-type: none"> - At least 8 -10 years' experience in relief and development work, out of which at least 5 years in management position. relevant experience in DRR/Climate change is preferred. - Experience in INGO-funded project planning and implementation. 				
Required Education, training, license, registration, and certification	<ul style="list-style-type: none"> - Bachelor degree in the relevant field. Master degree in related fields preferred - Certification in Project Management is preferred 				
Preferred Knowledge and Qualifications	<ul style="list-style-type: none"> - Conceptual understanding of and commitment to development work - Good knowledge on Disaster Risk Management including disaster risk reduction, climate change adaptation, especially Community-based Disaster Risk Management (CBDRM) - Basic knowledge and understanding of key aspects of humanitarian and development work - Demonstrated leadership skills, including leading, building, and supporting a team with diverse roles and capacities. - Skills in facilitation of development processes, including organisation and mobilisation of communities and networking among different development partners. - Demonstrated capacity in program management, with conceptual understanding and required competency in DME functions. - Strong interpersonal skills and well-developed written and oral communications skills in Vietnamese and English, especially report writing skills. - Solid computer skills in Word, Excel, PowerPoint and email. - Willingness to support articulate and demonstrate World Vision's core values in meaningful ways to colleagues, partners, donors, children and communities. 				
Travel and/or Work Environment Requirement	The position requires ability and willingness to travel	Physical Requirements	Satisfactory pre-employment medical report verified by	Language Requirements	Vietnamese: Fully fluent English: Upper Intermediate

domestically up to 50% of the time.

medical doctors from licensed hospitals