

TITLE: Project Coordinator	
TEAM/PROGRAMME: Program Operations	LOCATION: Hanoi
GRADE: 4	CONTRACT LENGTH: 1 year with extension possibility based on performance
<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 Project Coordinator (PC) is responsible for assigned tasks among the implementation of “Increased Accountability to Eliminate Violence and Discrimination Against Children with Disabilities (AVAC) project”. She/he will be responsible for implementation of project activities in Hanoi, DaNang, and Hochiminh cities in close coordination with Project Manager, relevant Project Officers and local partners to ensure project delivery as planned, get its objectives, effective, efficient and cost-effective. The PC will assist to ensure that Save the Children Vietnam activities in the field are consistent with SCI and Members’ programming principles and approaches and quality standards, draw on good practices and lessons learned, enable children to attain their rights and are compliant with donor regulations.</p> <p>In the event of a major humanitarian emergency, 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> <p>Reports to: Project Manager Staff reporting to this post: Project Officer Budget Responsibilities: As per SC’s Scheme of Delegation (SoD) Role Dimensions: Internal: Technical Advisors, REALM team, ACCM team, Supply Chain team, Finance team, Program team 1. External: Partners, networks.</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Contributions to Country Office Operation:</p> <ul style="list-style-type: none"> Engage the learning agenda of the country office. Implement risk prevention actions those link to project activities. Monitor and alert Project Manager emerging risks and implement risk mitigation activities. When relevant and required, provide inputs and ideas for need assessment, child right situational analysis. When relevant and required, provide inputs for Country Annual Plan, Country Strategic Plan and reports. Provide supports to and or involve in emergency both during assessment stage and implementation of emergency response <p>Project management</p> <ul style="list-style-type: none"> Provide support to PM in overall management of project implementation with high quality and in line with the objectives of the country strategy. 	

- Ensure that project progress in accordance with sub-grant agreement, activities are completed within time and on budget.
- Provide technical support to foster the implementation SC programs and application of SC's common approaches
- Ensure the project is implemented in ways responsive to the communities, youths, and children, including children and youth with disabilities in line with Save the Children principles, values and strategic plan and following Save the Children compliance procedures.
- Facilitate a project effective monitoring and evaluation framework and conduct regular field visit to project sites for technical assistance, monitoring and follow-up.
- Support PM 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
- Provide inputs for Project Manager to adjust the work plans, budget, and procurement plans if needed.
- Contribute to achievement of project monthly and quarterly operations and quality KPIs.
- Provide inputs for Project Manager for quarterly review of operational, finance, and safeguarding risks and issues, and take actions assigned by Project Manager.
- Monitor and report to Project Manager any emerging issues affecting project implementation in the field. Implement solutions as agreed with Project Manager.
- Prepare project biannually and annualy project reports.

Research, Evaluation, Accountability, Learning and Monitoring (REALM)

- Timely and accuracy update of project data on PRIME and use PRIME for project management (Logframe, DIP and MEAL plan).
- Monitor the use of project QBs by partners and generate data for lesson learnt and improvement
- Work with related MEAL staffs to implement MEAL plans.
- Lead the implementation of project baseline surveys and endline evaluation.
- Provide support and supervision for project partners to ensure the progress and quality of project implementation
- Provide inputs from the field for project review and update, and bring lessons learned to share and discuss with partners.
- Implement, monitor, and report to Project Manager the accountability system in the field.
- Collect feedbacks from people and group (beneficiaries) and project stakeholders and report to Project Manager.
- Update and file project files rightly in the Sharepoint (internal filing system of SCI).

Program and Project Development

- When relevant and required by Project Manager, provide inputs and ideas, including lessons learned, for project concepts, and proposal, data for project location selection, and project draft budget.
- Acting Project Manager when assigned.

Staff Management

- Project Officer

Financial Management

- Working with partner to make sure that project activities implemented in the most cost-effective way.

- Provide input and consolidate data for budget phasing and monthly forecast.
- Monitor and work with partners to make sure that projects expenses partners are in accordance to SCI and donor's policies and procedure.
- Monitor and work directly with partner to make sure that SCI finance and procurement policies and procedures are strictly followed. Report to Project Manager any suspected violation of SCI finance and procurement policies and procedure.
- Provide support to PM 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.
- Coordinate and/or conduct finance trainings/visits.

Representation, Partnership and Networking

- Represent the Projects in relevant forum or theme groups both locally and internationally and within SCI.
- Provide inputs, case stories/news/articles for COM team to increase the visibility of SCVN.
- Develop and maintain strong relationship with direct project implementing partners for smooth project implementation.
- Conduct PAT and COSA for capacity building for partners.
- Support PM to establish and maintain network with INGOs, CSOs and donors working on project themes to establish synergy and alliance for any advocacy initiative.
- Work with partner to make sure that that government laws, policies and procedures are complied with during project implementation. (e.g. MoU, project approval from local authority)

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

- At least Bachelor's degree in education, social work, development studies, or related field.
- Good at project management and project implementation with partners
- Good at working with partner in the field.
- Good at child – centred approaches.
- Good at finance management
- Good at risk management

EXPERIENCE AND SKILLS

Essential

- Minimum of five years' experience working with an INGO environment, including experience directing and implementing programs.
- Demonstrated experience in CRG thematic area and demonstrated experience in capacity building, technical support, advising and documentation of CRG related program
- Excellent people management and interpersonal skills, with a demonstrated ability to respond effectively to challenges, and work effectively in a cross-culture environment
- Relationship building and partnership development skills.
- Good interpersonal skills, with a demonstrated ability to respond effectively to challenges, and work effectively in a cross-culture environment.
- Good project cycle management skills, including project reporting.
- Good understanding of challenges facing vulnerable children and communities in Vietnam;
- Experience in health projects implementation and supporting Ethnic Minorities in North provinces is desired;
- Good communication skills both verbally and in written form in English and Vietnamese
- Commitment to humanitarian principles/accountability frameworks, especially for work with vulnerable populations;
- Ability to work effectively with people of diverse backgrounds, to motivate and inspire team work;
- Ability to analyze information, evaluate options and to think strategically;
- Commitment to and understanding of SCI aims, values and principles including rights-based approaches.

Desirable

- Experience in working with youth/children with disabilities
- 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;
- Experience of working with local government and partners;
- Experience of working in an emergency setting and/or commitment to build that capacity;
- Thrive in a fast-paced and fun environment.

Additional job responsibilities

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**



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.

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:

Date:

JD agreed by:

Date:

Updated By:

Date:

Evaluated:

Date: