



PROJECT FACILITATOR JOB DESCRIPTION

I. Job Purpose: The purpose of the Project Facilitator is to work in and among communities to facilitate Family Care Model at project site. This position will oversee project activities in Hue and support other Care for Children team members to contribute to the common goal of family placement.

This role should be focused on the effective implementation of Family Care at grassroots level.

Position Location: Thua Thien Hue

Reports to: Country Manager. S/he will report to and work under the overall guidance of the Country Manager.

II. Key Objectives of the Position

- Build relationship with relevant partners of Family Care Project in project sites.
- Facilitate the approved project plans and project implementation at project site.
- Build partners' capacity in implementing Family Care.
- Identify and mobilize local resources.

The duties and responsible of the Project Facilitator include, but not limited to, the following:

Work Areas	Specific Tasks
Build relationship with project partners	<ul style="list-style-type: none">• Meet with project partners, inform them about project trajectory, roles, responsibilities of different stakeholders, ownership, governance and project budget.• Build close and constructive relationship with Care for Children's project partners at project sites and actively identify the most effective approach to promote the implementation of family care.• Closely coordinate with local government for smooth and successful project implementation.• Work with various stakeholders towards the goal of placing children from residential care into local families.• Communicate effectively Care for Children's vision, mission, model and approach to work in ways that are contextually appropriate and clear.

Build partner's capacity in implementing Family Care	<ul style="list-style-type: none"> • Assist the Training Team in developing Care for Children's training program for the Vietnam project. • Support the delivery of trainings and technical meetings. • Support local foster care practitioners when and where needed. • Work with Care for Children's global team to translate, write and produce contextualized training materials that are in accordance to the laws, regulations and culture of Vietnam.
Project planning and implementation	<ul style="list-style-type: none"> • Support project partners to form groups (workforce) on the implementation of Family Care. • Facilitate to conduct various capacity building activities with project partners to equip them with knowledge and skills in family care. • Facilitate to conduct workshop, meetings, coaching sessions based on the needs of project progress. • Carry out baseline and project data to inform project approach and methodology.
Budget planning, implementation and reports	<ul style="list-style-type: none"> • Support the budget planning for project activities at project site in accordance with Care for Children's cost norms and overall budget plan.
General responsibilities	<ul style="list-style-type: none"> • Other responsibilities as reasonably assigned by Country Representative. • Care for Children reserves the right to add, remove or alter duties when necessary.

III. Impact of Results

The work will have impact in ensuring smooth project implementation at grassroot level especially promotion of child placement from institution to local families.

IV. Education Competencies, experiences and skills

Education

- Bachelor's Degree or postgraduate in Social Sciences, Social Work or relevant field

Experience

- At least five years' previous relevant experiences, including at least three years of working with government and developmental projects.
- Good understanding of alternative care issues and challenges in child protection for children without parental care.

Knowledge and Skills

- Strong understanding of child protect services at grass-root levels.
- Basic understanding of project design, monitoring and evaluation.
- Strong critical and analytical thinking skills.

- Strong facilitation skills, including connecting and building the capacity of project stakeholders

Core Values

- Serves and promote the vision, mission and strategic plan of Care for Children in Vietnam
- Good inter-personal skills
- Clear and effective communication skills;
- Integrity
- Professionalism

Functional Competencies

- Ability to maintain a high level of accuracy
- Ability to organize and complete assignments within deadlines;
- Ability to convey difficult issues with problem solving approach;
- Consistently approaches work with energy and a positive and constructive
- Dynamic and result-oriented
- Demonstrate openness to change and ability to manage complexities with multi tasks