

JOB INFORMATION

Job Title	Project Technical Specialist- Savings for Transformation (S4T) - THRIVE 2030 project	Line Manager Title	Special Project Manager - THRIVE 2030
Grade level	14	Department/Office	Operations
		Work Location	Hanoi or Negotiable

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, WVI Vietnam’s work focuses on children, ensuring they are protected and their basic needs are met. World Vision International in Vietnam (WVIV) has been funded by 13 support countries in Europe, Asia, the Americas, and Australia. Funding of WVI Vietnam consists of sponsorship program funding (70%) and Private Non-Sponsorship (PNS)/grants (30%). WVI Vietnam employs about 400 staff, of which 99% are Vietnamese nationals.

WVIV is operating in 25 Area Programs (AP) in 4 zones: North 1 (Dien Bien, Ha Noi, Hai Phong), North 2 (Thanh Hoa, Hung Yen, Quang Ninh), Central (Quang Nam, Quang Tri, and Da Nang), and South (Quang Ngai, Ho Chi Minh, DakNong). WVIV’s AP usually focuses on one administrative district of a province which populated by ethnic minority people with high rates of poverty. A uniqueness of WVI Vietnam’s Development Program Approach (DPA) is that AP team members are based at the district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Besides the APs, WVIV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

Under the support of World Vision United States (WVUS), WVIV will implement THRIVE 2030 - Building Secure Livelihoods (BSL) Project in 25 existing and 6 potential APs, with the project goal: “Households and communities build improved, resilient, and sustainable livelihoods for child well-being” and four main outcomes; (1) Positive behaviour change and household transformation to an Empowered Worldview; (2) Improved access to financial services for Savings for Transformation (S4T) Groups; (3) Profitable and sustainable enterprises established for household income security through Local Value Chain Development (LVCD); and (4) Improved delivery and quality of interventions to maximize impact for households. The project aims to improve economic empowerment and the accessibility of financial services for the most vulnerable households in target communities. The THRIVE 2030 will be implemented under the umbrella of WVIV’s Livelihoods Technical Program and Micro Finance Unit’s operation. The project duration will be divided two phases: The first phase is from 2024 to 2027 and the second phase is from 2028 to 2030.

JOB PURPOSE

To enhance effectiveness of Outcome # 2 of THRIVE project: *Improved access to financial services for Savings for Transformation (S4T) Groups* by providing technical support to all AP in the establishment, monitoring, evaluation and/or strengthening of Savings for Transformation (S4T) groups for more impactful and sustainable transformational development. On that context, an S4T specialist will be responsible to technically support APs and/or groups to sensitize community to enhance formation, training and reporting of S4T portfolio. He/she will ensure S4T quality standards are adhered according to WV Viet Nam and donor protocols.

MAJOR RESPONSIBILITIES

% of time	Activity	End Results
70%	<p>Project implementation:</p> <ul style="list-style-type: none"> ▪ Facilitate results-based planning, implementation and monitoring of S4T interventions to ensure improved households and child wellbeing especially the most vulnerable. ▪ Provide technical support to APs and/or projects on the effective formation and operation of Saving for Transformation Groups to ensure their viability and effectiveness (both of new and existing S4T groups) through minimum standards of S4T in THRIVE 2030 project. ▪ Provide support in train collaborators/ local facilitators on the knowledge and skills to support and monitor Savings for Transformation (S4T) groups: Responsible for providing training to project collaborators/ local facilitators on the necessary knowledge and skills to support and monitor S4T groups. This includes training on financial literacy, capacity building, and monitoring techniques. ▪ Provide in Form/strengthen and build the capacity of new/existing S4T groups: Providing support to AP staff to work towards the formation and strengthening of Savings for Transformation (S4T) groups. ▪ Provide support in Organize cross-visits and exchange learning: Facilitating cross-visits and learning exchanges between different S4T groups. These activities provide opportunities for S4T members to learn from successful groups and adopt best practices in financial literacy and livelihood activities. ▪ Conduct extensive field visits and offer technical and strategic support to staffs in THRIVE implementing at APs within cooperation with Livelihood Technical Program Officers (TPOs). ▪ Liaise with World Vision US focal person in ensuring donors and other stakeholder's expectation in term of S4T is well achieved and communicated. ▪ Deliberately create synergies and resource leverage with all World Vison APs and projects, ensure that S4T is well coordinated and contribute to WVI ministry impact. ▪ Facilitate linkage of the World Vision Saving for Transformation Groups, Producer Group, Producer Association to Financial Institutions specifically VisionFund. ▪ Capacity building, in cooperation with Livelihood team, to APs, frontline staffs, partners and community members on global updates as well as implementation 	<p>Effective implementation of Savings for Transformation to bring intended objectives in the community.</p>

	<p>and better ways of performing different livelihood interventions models.</p> <ul style="list-style-type: none"> Promote the use of digital platforms for loans, savings, and market linkage: In collaboration with TPOs to work with Dream Start Labs representative and Micro Finance Unit in promoting the adoption and utilization of digital platforms for various financial services and market linkages. Work with the finance team to ensure efficient and effective utilization of the resources 	
25%	<p>Monitoring, Evaluation, Learning and Reporting</p> <ul style="list-style-type: none"> Maintains and update S4T database/records including <i>Horizon</i>, MIS Power BI and/or DreamSave for informed decision, sustainability and replication of livelihood initiatives. Work with DME and Livelihood teams to develop and implement the project’s impact measurement system, including collection of baseline and periodic data for tracking project performance and decision-making. Ensure preparation of quality S4T progress reports (Annual, Semi- Annual) as per established timelines and submit to the Project Manager and World Vision US. Plan and facilitate project periodic review meeting to assess progress, adjust plans, and draw/disseminate lessons learned on S4T portfolio; Participate in reflective learning forums (quarterly reflection meetings, workshops, etc) internally and externally with project stakeholders. Maintain regular communication with THRIVE 2030 Regional Integration Managers, World Vision US team and Project manager as needed 	Timely preparation and sharing project documents, plans and report.
15%	<p>Other responsibilities:</p> <ul style="list-style-type: none"> In collaboration with other departments, facilitate documentation and sharing of processes, challenges, best practices and lessons learnt among projects and APs on S4T. Represent World Vision in various national and international learning and sharing meetings/workshops/conferences related to S4Ts as assigned by Project Manager. Perform any other duties that may be assigned by Direct Supervisor. 	Build network and create a positive image about the WV S4T portfolio.

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

<p>Required Professional Experience</p>	<ul style="list-style-type: none"> • Knowledge and experience with WV operations. • At least 03 years of working experience on Saving for Transformation model implementation or Livelihood models intervention. Having experience with digitisation saving (DreamSave) is an advantage. • Experience in design, monitoring and evaluation (DM&E) • Ability to work in a cross-cultural environment • Must be computer literate • A good team player • Good communication and good inter-personal skills • Needs excellent English language skills, both oral and written • Understanding of basic accounting 				
<p>Required Education, training, license, registration, and certification</p>	<ul style="list-style-type: none"> • Preferred: Micro Finance, Banking, Bachelor degree in Sociology, Gender, Community Development, Development Studies • A Professional certificate in M&E and Project Management will be an added advantage. 				
<p>Preferred Knowledge and Qualifications</p>	<ul style="list-style-type: none"> • Excellent communication skills and effective working relationships with all levels of staff and external stakeholders, • Strategic, creative, and innovative thinking • Excellent facilitation, presentation and planning skills • Report writing skills: ability to write reports • Strong analytical and problem-solving skills • Significant experience of working with government officials, multiple partners, community groups and communities. • Proven experience in facilitating effective project documentation and dissemination of results to a wide range of audiences. • Ability to determine priorities and attention to detail a must 				
<p>Travel and/or Work Environment Requirement</p>	<ul style="list-style-type: none"> • The position requires ability and willingness to travel domestically up to 50 % of the time and occasionally internationally. • Ability to work in a multicultural context as a flexible and respectful team player • Willingness to travel to the field 	<p>Physical Requirements</p>	<p>Satisfactory pre-employment medical report verified by medical doctors from licensed hospitals</p>	<p>Language Requirements</p>	<p>Vietnamese: Fluent English: Intermediate</p>

	as and when needed.				
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KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for contact	Frequency of contact
THRIVE Project Manager	Overall guideline and approval Day to day implementation of activities	Daily
Regional Integration Managers	Consultation, joint work planning, and monitoring, reporting	Continuous
Project Team Members	Technical guidance and Support	Daily
Livelihood Technical Team (Technical Manager, Technical Specialist, Technical Program Officers)	To get technical support	Daily
DME Program Manager	Technical guidance and Support and escalate issues that necessitate national-level support	Weekly
Area Programs Managers	Consultation, operational guidance, approvals, planning	Weekly

DECISION MAKING

All decisions will be done with endorsement of the THRIVE manager

CORE COMPETENCIES – For all positions, select the top 3 prioritized competencies from below. Click [here](#) for a quick overview of our Core Competencies.

- Be Safe and Resilient
- Build Relationships
- Learn and Develop
- Partner and Collaborate
- Deliver Results
- Be Accountable
- Improve and Innovate
- Embrace Change

For Management positions only, select the top 2 prioritized competencies from below.

- Model Self-Management
- Engage, Influence, Lead and Grow Others
- Run an Effective and Agile Organisation
- Develop the Organisation for the Future