



## **JOB DESCRIPTION**

<b>Position</b>	Program Coordinator
<b>Team</b>	Safe and Sound Ha Giang
<b>Status</b>	Full time with flexible hours
<b>Location</b>	Ha Giang city with regular travel to Ha Giang districts
<b>Last updated</b>	July 2024

### **Job Purpose**

Support and lead a pioneering team and partners to end human trafficking and build resilient communities.

### **Job Context**

Blue Dragon Children's Foundation is on a mission to end human trafficking. We believe that every child deserves exceptional care and a chance to thrive. Blue Dragon kids are street kids, children with disabilities, and young people who have been trafficked. After rescuing children from danger and slavery, we reunite them with their family and provide all the services needed for recovery and growth while advocating for improvements to policy and law.

Safe and Sound (SAS) is an anti-trafficking program commencing operations in Ha Giang with the aim of ending the trafficking in Ha Giang. Blue Dragon works together with Ha Giang government partners, including DOFA, DOLISA, DOET, WU, Legal Aid Centre (DOJ), Police, schools and communities to build resilience against trafficking and exploitation, improve livelihoods and build the capacity of local authorities to combat trafficking and child abuse. Blue Dragon aims to influence local and national policy on child trafficking and child rights..

Blue Dragon is a child-safe organisation, committed to the protection and exceptional care of children. We require all staff and volunteers to agree to and abide by our Child and Young adult protection Code of Conduct.

We offer equal employment opportunities to all qualified persons without discrimination or harassment. We will make any necessary job accommodation for persons with disabilities or special needs.

## **Key Objectives**

- Uphold Blue Dragon's mission and values
- Ensure all children receive exceptional care and long term holistic support and are protected and safeguarded from abuse, exploitation and human trafficking.
- Provide excellent coordination and support to ensure all children in SAS Ha Giang receive exceptional care and long term holistic support to reach their full potential.
- Improve the resilience of communities in Ha Giang to human trafficking and child exploitation.
- Contribute to building and maintaining effective and collaborative partnerships with Ha Giang partners.
- Provide excellent coordination and administrative support to ensure SAS Ha Giang is implemented as per Blue Dragon's policies and procedures.

## **Main responsibilities**

Position responsibilities will be negotiated with SAS Program Manager and other team members, but are expected to include:

### ***Program administration***

- Provide financial oversight for activities of schools and community
- Track and monitor expenditure of assigned grants and prepare grant reports for donors.
- Support team members with the daily program expenditure and financial tracking.
- Prepare program monthly report and support for accountant to prepare monthly financial report.
- Oversee financial supervision support for activities in 4 project districts of Quan Ba, Yen Minh, Meo Vac, and Dong Van and ensure cost-effectiveness of activities.
- Develop and support all team members to build their skills in financial management and reporting to ensure they can implement Blue Dragon's financial into their daily work.
- Support and ensure the participation and ownership of beneficiaries in project implementation.

### ***Strengthening services and partner network***

- Develop and maintain excellent working relationships with local government partners, including the provincial Project Management Units (PMU), Project Implementation Boards (PIB) and District People's Committees.
- In collaboration with the Coordinator of PMU and the focal points of PIBs of Police, DOLISA, WU, DOET, and the Legal Aid center (Justice Department) to coordinate the implementation of activities, prepare reports, and conduct evaluation.
- Support and collaborate with relevant agencies, non-governmental organizations and private sector agencies to strengthen their role and practices in human trafficking and child abuse prevention.

- Strengthen the network of services and partners in northern Vietnam and Hanoi to support the development of program activities including training, employment, early warning systems
- Coordinate closely with the PMU, PIBs and relevant Departments to develop local trainers who are capable of providing Training of Trainers .
- Be a central point of communication/coordination with relevant District government agencies.

### ***Program Coordination***

#### ***Improve rule of law***

- Work closely with the Provincial Police to identify cases of being trafficked/suspected/at risk and abused children and coordinate access to support.
- Collaborate with DOLISA and District People's Committees to develop and nurture the interagency collaboration in ensuring access to support for survivors of human trafficking and abused children.
- Coordinate the capacity building activities for Police and relevant departments in terms of identification, verification and provision of the support to victims of human trafficking and abused children.

#### ***Support survivors of human trafficking***

##### *Survivor's reintegration*

- In collaboration with DOLISA, WU and relevant departments to coordinate services given to survivors, including provision of safe accommodation, health care, psychology support, education, livelihood, vocational training, and other career opportunities.
- Map out available services and establish the referral process for victims of human trafficking and abused children.
- In collaboration with the Senior Social Workers and other experts to provide support and supervision to the local social workers in order to provide comprehensive care based on trauma-informed care and case management for victims/ suspected cases and abused children.

##### *Case management*

- Work with SAS District Coordinators to support Community-based case management (CBCM) .
- In collaboration with Senior Social Worker and other expert to coordinate the support for CBCM models
- Oversee the total caseload in the program
- Oversee the case management system, database and case management tools for the team to use in their daily work.

## ***Strengthen communities' resilience to human trafficking and child exploitation***

### ***In school***

- In collaboration with provincial DOET, Police and Blue Dragon district teams to maintain the Early Warning system in schools
- Oversee and support schools to provide periodical workshops and meetings on anti-human trafficking, life skills and careers for students and encourage these groups to implement child led activities.

### ***In community***

- In collaboration with relevant government partners and District Coordinators to coordinate the ant-trafficking activities in communities
- Oversee and coordinate the operation of the Anti-trafficking Boards (ATB) via enhancing awareness of the community on trafficking and engaging the implementation of community-led initiatives
- Oversee the community-based livelihood models and support for disadvantaged households to access available local support resources.
- Collaborate with Colleges, Vocational Schools, High Schools and the Career Department Coordinator to organize Career Preparation activities for young people.
- Support coordination of construction projects in the community.

## ***Monitoring and evaluation***

- Conduct regular field trips to monitor program works.
- Maintain and update program progress to the database.
- Support Program Manager with program monitoring and evaluations.
- Collect, enter and analyze data as required, in collaboration with other program staff.
- Coordinate with Blue Dragon Teams to conduct training on Blue Dragon's policies
- Be the focal point of gathering the significant change stories and share it within Blue Dragon
- Support the regular monitoring trips of PMU and PIBs to the project sites
- Assist the donor visits

## ***Staff development***

- Provide support to team members, to develop necessary skills when working with survivors, children and young adults, who need the special support.
- Manage associates and build up associates' capacity in working with program beneficiaries and communities.
- Be a part of Blue Dragon's TOT team and play a critical role in sharing Blue Dragon's expertise with partners and communities in the province as well as in other provinces as required.

## **Support**

The Program Coordinator is supported by the SAS Ha Giang Program Manager and works collaboratively with the SAS Ha Giang team, all of Blue Dragon and external partners.

The Program Coordinator supports the SAS Ha Giang District Leaders, program officers and associates.

## **Key selection criteria**

- Relevant qualifications, training or equivalent experience in social work, community development, international development or related field
- Demonstrated skills and experience in working with ethnic minority children and families.
- Demonstrated understanding and applied practice of Child Protection and Safeguarding.
- Demonstrated experience in program administration.
- Demonstrated experience working closely with government partners.
- Experience in building the capacity of others.
- General knowledge in culture of local ethnic minority communities in Ha Giang.
- Able to work independently and as a member of the team.
- Ability to develop as a servant leader
- Ability to work extremely flexible hours including out of hours and weekend work
- Ability to travel regularly
- Demonstrated commitment to Blue Dragon values
- Proactive to learn and develop
- Excellent skills in Microsoft office
- Excellent English communication skills

## *Desirable by not essential*

- Fluency in spoken Hmong or local languages
- Experience in managing/working in NGO or development projects