

Job Description

Job Title:	PROGRAMME DEVELOPMENT SUPPORT		PDS
Reports to:	Head of Programme Development	Grade	PD-02
Financial Approval Responsibilities	No	Direct Reports:	None
Location:	Hanoi office with travels to the fields and internationally as required		
Full time job:	Yes		
Key Relationships to reach solutions:	Internal: Members of PRG, EDO, FIN, CLT, ActionAid International External: ActionAid Vietnam's Partners, LRPs, community members, Donors, Government Officials, authorities at all levels, Media, Academia, peer NGO/INGOs		

Role Overview

Being a member of Programme Priorities - Programme Department, the Programme Development Support handles tasks of assigned projects/Programme Priority (PP). Besides, he/she will assist tasks related coordination and implementation of AAV's projects and campaigns.

Role Accountabilities

(I) Development, coordination and implementation of PP projects/programme

1. Connecting stakeholders in development, coordination and implementation of AAV's Programme Priority projects in accordance with AAV's strategy.
2. Ensuring that all research and advocacy projects in charge are implemented timely and with quality, within the budget available
3. Monitoring project activities in progress, quality and compliance of stakeholders throughout the project implementation process.

(II) Supervision and implementation of AAV's Country Strategy Paper Programme Priority in charge

1. Identifying and proposing to AAV on solutions to implement PP in charge as committed in the AAV's Country Strategy Paper, including (but not limited to) selecting the appropriate consultants/partners/subcontractors for activities, designing the programmes and network for full delivery of PP in charge.
2. Supporting the partners' and (sub)contractors' to fully comply with AAV regulations.
3. Conduct field visits to programme areas to provide support, learn more on partner's requirement to ensure PP activity are implemented effectively.

(III) Support administration for PP/ Programme Department

1. Set up, maintain and update a good (soft and hard) filing system of programme/project reports/documents and official letters
2. Set up, maintain and update LRPs' contact database.
3. Prepare and translate (if needed) requested programme/project documents and communications are well in high quality and in a timely manner.
4. Efficiently plan and execute meetings, travels, and other administrative tasks.

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(IV) Involves in fundraising activities and donor services

1. Consolidate data and information for PP team to prepare concept notes, proposals for fundraising and donor reports.
2. Handling donor visits and enquires as requires

(V) Participate in programme/project's campaigning, networking, advocacy activities

3. Consolidate data and information for PP team to organize policy research, advocacy events and campaigns
4. Well scope local and international working groups, networks and campaigns.
5. Prepare requested materials for networking.

(VI) Assists in capacity building for staff/partners and research activities

1. Provide supports in organizing trainings, workshops and other capacity building activities.
2. Provide supports in research activities including contribute to desk study, toolkits building, data collection, data analysis, report drafting and revision.

(VII) Conduct partnerships management

1. Participate in identifying and initiating strategic networks, alliances, and partnership with government agencies, local right programs, and academic and research institutions, etc.

(VIII) Supports partners in planning, budgeting, and implementing the project

1. Provide annual planning and budgeting guidance to partners in accordance with the guidelines from the annual planning team as well as the related functions.
2. Review and approve partners' project's TORs, work plans and budget, fund requests.
3. Regular field level visits are conducted to project areas to provide support and supervision, and guide project implementation.
4. Well prepare MOUs and other legal documents of related partners on time.

(IX) Conduct project reviews, monitoring, evaluation, program learning and reporting

1. Establish and operate the project monitoring framework, metrics, and reporting systems for the projects; adequate monitoring and evaluation is conducted for all projects.
2. Conduct project's reviews and evaluation in line with the ALPS and donor's requirements.
3. Prepare project's reports within and outside the organization for shared learning

(X) Support the affiliation process of AAV in AAI federation

1. Participation in relevant tasks assigned is ensured to support the operation of the Aid for Social Protection Program Foundation Vietnam (AFV), the strategic partner of AAV
2. Assistance is provided for the smooth transition of ActionAid Vietnam in the nationalization process

(XI) Safety & Security

1. The Safety and Security Plan, Procedures, and guideline by AAI and AAV are followed.
2. The safety and security procedures for staff are implemented.
3. Risks for staff safety and security are timely reported to Security Focal Person or Head of Department.

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(XII) Others

1. Other tasks as assigned by line manager are well performed

Person Specification

Education & Certifications

- Bachelor in Social science, economic and development studies or related to ActionAid programmes contents

Experience

- Minimum 3 years of experience working on similar projects and community development.
- Experience of working within a multi-cultural team

Essential knowledge and skills

- Leadership and management
- Outstanding analytical skills with a strong background in basic research
- Networking, influencing and interpersonal.
- Excellent management of competing priorities and work under pressure
- Fluency in written and spoken English and native/national language
- Ability to work independently.
- Work on own initiative with minimum supervision and to stay on task
- Work in diverse circumstances in a culturally appropriate manner

Others

- Safety and security
- Sexual harassment
- Team work as well as leadership
- Result oriented and Accountable

Adherence to:

- Human Rights Based Approach
- Poverty and injustice eradication
- Gender equality

This job description covers the main task and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAV's competencies, AAI's values, which are: Mutual respect, Equity and Justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility and AAVPROFILE (Accountability, Adaptation, Value, Partnership, Respect, Open to innovation, Fairness and Justice, Integrity, Leadership without authority, Expert).

Prepared by
HR Department

Signature

Date:

Approved by

Signature

Date:

Job Description

Executive Director

Accepted by
Name of Staff

Signature

Date: