

KEY POSITION INFORMATION			
<b>Job Title</b>	Thanh Hoa Cluster Officer for Health, WASH and Disabilities		
<b>Reports To</b>	Overall: Thanh Hoa Zonal Programme Manager Technically:      National Coordinator – Health National Coordinator – WASH National Coordinator – Disabilities		
<b>Department/Group</b>	Field Operations	<b>Location</b>	Thuong Xuan district, Thanh Hoa province

### **WORK CONTEXT / BACKGROUND:**

In 1997, World Vision Vietnam (WVV) introduced its Area Development Program (ADP). An ADP is a 10-15 year community development program that is an integrated approach to community development, emphasizing the process of community participation, ownership and sustainability, while addressing the macro and micro causes of poverty. ADPs are funded by sponsorship funds, and are a phased approach to development, involving clear and consistent assessment, design, implementing, reporting, monitoring and evaluation and reflection phases. Each ADP is tailored to the needs of a specific community in alignment with WVV's strategic priorities. WVV works closely with district and commune local authorities and local partners to implement program activities.

WVV's ADPs focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty. A uniqueness of WVV's ADP approach and structure is that team members are based at district level where the ADP is located, which enables them to work closely with government partners and communities on a daily basis. WVV aims to give those living in poverty their best chance at a healthy life. As a child-focused organization, WVV focuses on children and women of childbearing age. The complex interrelation between poverty and poor health is a component built into all Area Development Programs (ADPs). , WVV has started establishing the Cluster Support Network to provide the technical support for Health Project Assistants or Development Facilitators at ADP level. Each Cluster Officer is in charge of 4 to 7 ADPs now.

### **PURPOSE OF POSITION:**

1. To support WVV to implement its overall strategic direction to maximize the quality and impact of WVV programs in Health, WASH and Disabilities in the assigned ADPs.
2. To lead the process of identifying, developing, testing, implementing and mainstreaming best practices in Health, WASH, Disabilities in the assigned ADPs.
3. To provide technical support, advice, and capacity building opportunities to WVV staff and partners to enhance the quality of Health, WASH, Disabilities activities in the assigned ADPs.

<b>ROLE DIMENSION / DESCRIPTION</b>	<b>End Results Expected</b>	<b>Time Spent</b>
<b><u>Strategic Direction</u></b>	<ul style="list-style-type: none"> <li>Inputs are given to the assigned ADPs with regard to Health, WASH, Disabilities annual directions.</li> <li>Inputs and assistance are provided to develop and improve Health, WASH, Disabilities training modules/ annual guidelines to support the signed ADPs.</li> </ul>	5%
<b><u>Technical Support</u></b>	<ul style="list-style-type: none"> <li>Review Design documents of the designated ADPs, ensuring that this document is in alignment with WVV Health, WASH, Disabilities Directions and respond to the real needs of the children in the ADPs;</li> <li>Ensure that assessment and planning processes have active participation of the</li> </ul>	40%

	<p>parents, community people, children and key project partners. This might include reviewing the process, documents of assessment &amp; planning of the ADPs in the cluster;</p> <ul style="list-style-type: none"> <li>• All Log frames and POAs of the ADPs in the cluster are reviewed annually;</li> <li>• All annual reports of the ADPs in the cluster are reviewed and feedbacks are provided for improvement;</li> <li>• Relevant national indicators are reviewed and updated annually for MIS;</li> <li>• Tools, methods and models for monitoring the best practices of Health, WASH, Disabilities are introduced to the ADP staff;</li> <li>• Support is given to the ADP staff through regular contacts to ensure that the Health, WASH, Disabilities activities are monitored periodically (quarterly-annually);</li> <li>• Conduct visits to each ADP regularly and suggested solutions are given to problems identified during the field trips to enhance the quality of interventions of Health, WASH, Disabilities;</li> </ul>	
<b><u>Capacity Building</u></b>	<ul style="list-style-type: none"> <li>• Support such as trainings, mentoring, coaching, advices on material resources, external/ internal consultant/ trainer is given to the ADPs' staff, so that they could implement their POAs effectively according to the plan.</li> <li>• All Health, WASH, Disabilities TOTs are coordinated annually for the cluster ADPs.</li> <li>• Act as the trainer assistant to the TOTs.</li> <li>• Support is given to the ADP staff to organise study visits, learning networks and regional workshops relating to Health, WASH, Disabilities best practices;</li> <li>• Best practices on Health, WASH, Disabilities are documented, shared and used for adjustment, in consultation with NCs Health, WASH, Disabilities, Communication and Advocacy staff;</li> <li>• Technical Training needs of staff in the signed ADPs is identified and workshops and learning network are organized to ensure that the ADPs' staff got adequate technical trainings as per their training needs.</li> </ul>	40%
<b><u>Networking</u></b>	<ul style="list-style-type: none"> <li>• Assistance is provided to the ADP managers in establishing and maintaining relationships with government departments at the Provincial and District levels about implementation of Health, WASH, Disabilities activities;</li> <li>• Represent WVV at relevant forums, meetings, working groups and workshops relating to Health, WASH, Disabilities in the cluster.</li> </ul>	10%
<b><u>Others</u></b>	<ul style="list-style-type: none"> <li>• Explore needs for further funding to address the burning problems faced by the children relating to Health, WASH, Disabilities;</li> <li>• Assistance is given to NC Health, WASH, Disabilities to propose these issues through Concept paper, proposals;</li> <li>• Carry out other tasks and any assignments when required by the organization;</li> </ul>	5%

<b>No. Direct Report:</b>	0	<b>Positions Supervised:</b>	NA
<b>Other Reporting Relationships</b>	Technically the position has to consult and get input from the NCs Health, WASH and Disabilities		
<b>Financial Authority</b>	None		
<b>Annual Total Budget</b>	None		
<b>Decision Making Authority</b>	Within WVV Policies and Guidelines		

Important Functional Relationships:		
Contacts	Reason for Contact	Frequency of Contact (Daily, Weekly, Monthly)
Regional Program Manager/Director	To get overall guidance and approval	Weekly
Government Partners ((mainly as Provincial and District level))	To be updated about relevant policies, programs and overall situation in the cluster.  To raise awareness and organize reflection meetings.	Bimonthly
Health National Coordinator	To get technical support and advice	Weekly
ADP Managers and relevant staff in the Cluster	To provide technical support and advices To coordinate Capacity Building, Sharing & Advocacy events.	Weekly
Other NGOs	Co-ordinate, be updated and share activities and plans related to health, WASH and Disabilities.	Occasionally

Major Challenges:	
Challenge	Possible Approaches/Solutions
- The requirement of being based at the project sites in the remote areas, living far away from the family.	- Area Allowance is given to support transportation and accommodation costs. - Staff care activities
- Travel requirement as usual	- Flexibility is given to staff to make travel plans
- Complicated reporting lines	- Supervisors provide support to staff to make clear work plans

Knowledge, Skills, Abilities: (The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)		
Education	<ul style="list-style-type: none"> <li>Bachelor degree in Public Health, Medicine or Nursing, Environment, Community Development...</li> </ul>	- Essential
Knowledge & Skills	<ul style="list-style-type: none"> <li>Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes.</li> <li>Ability to communicate and relate effectively with a diverse range of people (i.e. project beneficiaries, Government officials, project partners, WVV staff).</li> </ul>	- Preferred - Essential - Essential

	<ul style="list-style-type: none"> <li>• Demonstrated ability to coach, mentor and motivate staff and partners.</li> <li>• Good reading and report writing skills in English.</li> <li>• Good computer skills (word processing, excel, power point &amp; email).</li> <li>• Ability to work with a minimum of supervision, exercise judgment, meet deadlines and work under pressure.</li> <li>• Willing to learn to advance career in Health, Watsan, Disabilities fields;</li> <li>• Have Research ability and interest;</li> <li>• Be willing to travel to the ADPs in the cluster.</li> </ul>	- Essential - Essential - Essential - Essential - Essential - Essential
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in working in the area of community development and/or with non-governmental organization.</li> <li>• Experience of and demonstrated ability to effectively network with a diverse range of multi-lateral, and government bodies;</li> <li>• Experience in monitoring and evaluating projects and ensuring that recommendations are implemented.</li> </ul>	- Essential
<b>Work Environment</b>	<ul style="list-style-type: none"> <li>• Work with a different teams and communities to provide the technical support</li> <li>• Extensive travelling among the assigned cluster.</li> <li>• Work with minimum of supervision</li> </ul>	
<b>Core Capabilities:</b>	<b>Achieving Capabilities:</b> Achieving quality results and service Practicing accountability and integrity Communicating information effectively	
	<b>Self-Managing Capabilities:</b> Demonstrating Christ-centre life and work Learning for growth and development Maintaining work/life balance and effectiveness	
	<b>Thinking Capabilities:</b> Thinking clearly, deeply and broadly Understanding the Humanitarian Industry Understanding World Vision's mission and operations Practicing innovation and creativity	
	<b>Relational Capabilities:</b> Building collaborative relationships Practicing gender and cultural diversity Influencing individuals and groups	

<b>Prepared by: People and Culture Director</b>	<b>Date Revised:</b>
<b>Reviewed by Health/ WATSAN/ Disabilities National Coordinators:</b>	<b>Date:</b>
<b>Agreed by Hiring Manager: Dang Van Bai</b>	<b>Date:</b>
<b>Agreed and Accepted by the Job Holder:</b>	<b>Date:</b>