

## **JOB DESCRIPTION**

### **JOB TITLE**

**Child Connection Project Officer (CC PO)**  
Hoa Binh ADO

### **ROLE**

CC PO is responsible for all activities of Child Connection Project and child participation promotion activities within ChildFund's Community to Enable Children program (Child Protection Sector) in the assigned provinces, with the overall objective of improving the well being of children in Vietnam.

### **REPORTING STRUCTURE / RELATIONSHIPS**

The CC PO reports to the Child Protection Program Coordinator.

The CC PO works closely with the Child Protection Program Coordinator in Hanoi and other Child Protection Project Officers in the Area Development Office (ADO).

### **RESPONSIBILITIES**

#### **Partnership**

- Guarantee and maintain productive relationship with project partners for smooth activity implementation.

#### **Project Management and Reporting**

- Prepare reports to the Child Protection Coordinator as required following specified formats and agreed schedules.
- Organise logistics for meetings with school and/or childrens' group part of ChildFund connect program.
- Facilitate activities with children involved in ChildFund Connect.
- Liaise with teachers at school where the children working with the ChildFund Connect Program are (if relevant).
- Conduct evaluation sessions to assess various elements of the ChildFund Connect Program.

#### **Interpretation and Translation**

- Act as an interpreter for the ChildFund Australia's program manager and international guest if any.
- Provide accurate and prompt two-way translation of project documents and correspondence.
- Support the projects by providing high quality interpretation services in meetings, workshops, conferences organised within Hoa Binh province.

#### **Coordination**

- Participate in ADO and program meetings.

- Work with the other ADO staff to coordinate work schedules, use of equipment (computers, motorcycles etc), and logistical supports.
- Provide necessary support to other sectors of ChildFund's program where appropriate upon request.
- Communicate on a regular basis with ChildFund staff to update on any potential issues so that staff can respond to it appropriately.
- Liaise ChildFund local staff and with ChildFund Australia staff.

### **Organisational and Team Development**

- Participate in the development and implementation of program team's and ChildFund's strategic plan in collaboration with other ADO staff under the leadership of the Hanoi management team
- In collaboration with manager, contribute to the development of ChildFund's policies, strategies and documentation in the area of Child Protection and project management in Vietnam, including the development of annual and longer-term strategic plans
- Actively contribute to the development and promotion of ChildFund values, culture and learning approach

### **Capacity Building and Technical Support**

- Conduct or facilitate training where appropriate with communities, local staff and other relevant groups (on the use of video and basic filming techniques).
- Contribute to the regular technical and methodological backstopping of projects through visits and contacts etc., with local staff and implementing partners,
- Provide guidance and support to project's management structure to ensure its well functioning.
- Assist children understand use of equipment when running different activities
- Assist children troubleshooting equipment when in trouble
- Be responsible to collect and return the equipment from ChildFund office
- Upload the material into the required format as instructed by ChildFund staff
- Basic edition of videos
- Subtitling of videos into English
- Subtitling of videos from English into local language

### **Relationship Building & Representation**

- Participate in external workshops and other meetings relevant to ChildFund's Child Protection programs under the direction of the Child Protection Coordinator
- Establish appropriate information-sharing relationships with staff in similar positions within government departments or other agencies within the province

## **WORKING CONDITIONS**

This is a field based, full-time position with regular and extensive travel to ChildFund's project areas within the province. It is expected that the position-holder will also be required to undertake occasional work-related travel to the Hanoi office and other parts of Vietnam.

Other working conditions and benefits are outlined in ChildFund's HR, PDR and Operations Manuals.

**PERSONAL QUALITIES, QUALIFICATIONS & EXPERIENCE**

*Essential*

- University Degree (major in English)
- At least one year working experience
- Experience and interest in facilitating groups of children
- Excellent written and verbal English and Vietnamese
- Effective team work and interpersonal skills
- Good computer skills
- Confident and willing to ask questions
- Experience and/or interest in the use of video or other types of media

*Desirable*

- Experience engaging children and youth in community development activities
- Basic knowledge of internet browsing
- Interest in Child Protection
- Interest in learning new media skills and youth participation methods

-----  
*Note: This JD is subjected to change/adjust for more appropriate whenever implementing the Child Connection Program.*