

## **JOB DESCRIPTION**

### **JOB TITLE**

#### **Policy & Research Coordinator**

(Điều phối viên Nghiên cứu & Phát triển Chính sách)

### **ROLE**

The Policy & Research Coordinator is responsible for research and the development of organisational positions and approaches in regard to our work in communities and our position on issues that affect children in Vietnam, to ensure that ChildFund's policies and practices are of a consistently high quality and contribute to ChildFund's vision towards communities free from poverty where children are protected and have the opportunity to reach their full potentials.

This will include developing and carrying out a significant research and learning agenda, shared across the organisation, for learning internally and externally.

It is anticipated that the organisation will focus its research and learning agenda on one or more of its program domains. For these yearly focal areas of research and learning, the Policy and Research Coordinator will work closely with the Country Director and the Program Team Leader to identify focus areas for review and active research.

### **REPORTING STRUCTURE / RELATIONSHIPS**

The Policy & Research Coordinator reports to the Program Team Leader.

The Policy & Research Coordinator works closely with the Country Director, all the sectoral Program Managers, M&E Manager, Communications Manager and other Managers in Hanoi.

The Policy & Research Coordinator liaises with the Policy & Research staff of ChildFund Australia's head office in Sydney and Policy & Research staff of other affiliates in ChildFund Alliance.

### **RESPONSIBILITIES**

#### **Research and evidence base**

- Conduct or coordinate reviews of ChildFund Vietnam's experience as well as those of other stakeholders, including conducting or coordinating primary research with children and our partner communities.
- Plan and consult with relevant members of the program team to ensure they can draw on existing knowledge and add value to the existing project implementation and planning and strategic development of the organisation.
- Create a strong evidence base for ChildFund's communication of an organisational stance on an issue with communities, within the organisation and our advocacy/ communications work through the outcome of the research that should not be overly academic but instead a practical and accessible suite of documents.

- Undertake research and/or organise the commissioning and delivery of research from external consultants and work with coalitions to collate and analyse research.
- Liaise with the technical and research colleagues in Sydney and ChildFund Alliances about any publications they may be producing on your issues.
- Build technical and in-depth knowledge in order to act as a ChildFund expert and focal point on selected children issues, including a strong understanding of the Convention on the Rights of the Child and a child focus based approach and the application of these in ChildFund's work.

### **Policy Development**

- Organise the creation or refinement of ChildFund Vietnam's position or guidelines on issues that affect children. In order to add value to our existing work the focus will largely be on the following areas:
  - a. Education
  - b. Health
  - c. Child Protection
  - d. Water & Sanitation
  - e. Livelihood
  - f. Community engagement (including planning and collective action)
  - g. Disability
  - h. Child agency
  - i. The environment and climate change
  - j. Other sectors or cross-cutting themes may emerge to complement this initial list.
- For the selected focus areas of these sectors or cross-cutting themes, the Policy and Research Coordinator will also organise the production of position papers/ guidelines/communications tools which represent best practice, appropriate tools, and the relevant evidence base. These position papers and guidelines will ensure consistency across the organisation and provide evidence to our organisation.

### **Policy Implementation**

Along with the key responsibilities relating to research and policy development the Policy and Research Coordinator will develop and nurture technical networks across the organisation to promote learning and improvement and play a key role in implementing/outreaching/reviewing and documenting broader ChildFund Australia organisational policies, including:

- To develop and advocate for programs and policies that improve the lives of children (or new aspect of ChildFund activity such as: gender, child participation).
- To coordinates opinions and contributions from all program staff and draft related guidelines for practicing the policies in every program sector.
- Together with the Program Team Leader to establish and administer a process for receiving, documenting, tracking, investigating, and taking action on all complaints concerning the program policies and procedures in coordination and collaboration with other similar functions.
- To promote the policy objectives of ChildFund Australia through the co-ordination of specific tasks or events as required.

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

- Provide information, advice, resources, training and consultancy to ChildFund's staff as required on new research and policies.

**Relationship Building & Representation**

- The accomplishment of this key set of responsibilities may require the Policy and Research Coordinator to represent ChildFund Vietnam on relevant working groups, and to participate in inter-organisational working groups.
- Participate in external workshops, ChildFund Alliance working groups and other meetings relevant to the policy and research activities.
- Participation in, and leadership of, key internal and external networks will be an essential component of this effort, as will close partnership with the program and communications teams and the M&E Manager.
- Establish appropriate information-sharing relationships with staff in similar positions within other INGOs, government agencies and academic institutions in Vietnam and internationally.

**Organisational Development**

- Participate in the development of ChildFund's policies and strategies in Vietnam in co-operation with Program Team Leader, Country Director and other management staff
- Take a lead role in developing ChildFund's policies and documentation in the area of both program policies observed from the ChildFund Australia and the ones developed from the research outcome, including the development of annual and longer-term strategic plans for the policy and research area.
- Actively contribute to the development and promotion of ChildFund values culture and learning approach.

**Objectives for the first 12 months**

At the end of the initial 12 month period it is expected that the Policy and Research Coordinator will have completed a number of key tasks including:

- identification of an issue that affects children in Vietnam that fits in with ChildFund's programs and with the broader ChildFund Australia strategic objectives
- desk review of the issue in regard to ChildFund Vietnam and other ChildFund offices/programs and other external stakeholders including government and other NGOS/multilaterals
- design/implementation of field review (this may be conducted by a consultant with management and coordination by the Policy and Research Coordinator)
- report on the review process
- development of organisational recommendations/positions
- outreach of the document(s)

**WORKING CONDITIONS**

This is a Hanoi based, full-time position with occasional travel to ChildFund's program areas in Vietnam (approx. 25-30 percent of time in field). The position-holder may also be required to undertake occasional international travel.

The successful candidate will be offered a 3-year contract. Salary will be set according to experience and qualifications, in accordance with ChildFund's salary scale.

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

**PERSONAL QUALITIES, QUALIFICATIONS & EXPERIENCE****E = essential, D = desirable****Knowledge**

Broad, up-to-date knowledge of policy and research trend and practices in development area	E
Familiarity with child-focused programming, and with the geographical areas of ChildFund Vietnam operations	D
A good knowledge of conditions in different parts of Vietnam would be an advantage.	D

**Skills**

Excellent written and spoken English and Vietnamese	E
Excellent communication skills, both verbal and written in English and Vietnamese, including well developed proposal and report writing skills; and an ability to relate to people of all backgrounds, presenting information in an effective manner, both written and verbally	E
Computer literacy and experience with computerized information (including spreadsheets, databases), familiar with software packages under Windows e.g., PageMaker, Front Page, Photoshop and E-mail/internet	E
Strong project development, implementation and monitoring skills; strong financial management skills, including development of project budgets	E

**Experience**

At least 3 years previous work experience in community development, preferably with experience in one of ChildFund's key sectors	E
Experience in research and guideline development in the international development sector is required	E
Working effectively with and through others	E
Previous management and coordination experience in a development and/or international organisation	D
Experience working in multi-cultural teams	D
Experience in preparing information for publication to a wide range of audiences including communities and donors	D
Familiarity or experience with community development concepts and understanding the importance of child participation	D
Experience with research at academic and community level	D

**Abilities/Qualities**

A self starter with a high degree of initiative	E
Able to manage multiple priorities with minimum supervision, to work to deadlines, being well-organised and systematic	E
Ability to build strong working relationships, internal and external to the organisation	E
Creative, forward thinker and excellent team player	E
Ability to work in a team and excellent interpersonal skills, including cross cultural awareness and confidence in liaising with a wide range of people	E

**Attitudes**

A commitment to the principle that communities and local partners must drive the production of policy and guideline frameworks;	E
Demonstrated commitment to justice, human rights, children's rights and a child-centred approach to development;	E
Willing and able to undertake some work-related travel	E

Commitment to the aims and values of ChildFund E  
Flexibility in approach to job requirements E

**Qualifications**

University qualification in English, social fields E  
Tertiary qualifications in a relevant discipline D