

JOB DESCRIPTION

JOB TITLE

Area Program Manager (APM)

ROLE

The APM is responsible for leadership, management and supervision for all aspects of program activities for ChildFund in Vietnam at the project site and within Cao Bang province, with the overall objective of improving the well-being of children in Vietnam.

REPORTING STRUCTURE / RELATIONSHIPS

The APM reports to the Program Team Leader (PTL).

APM manages Project Coordinators (PC) and/or Project Officers (PO) of all ChildFund's program sections at the ADO.

APM works closely with all Sector Managers (SM), Finance Manager and other managers in Hanoi, and with management staff from ChildFund's partners and project communes in Vietnam.

APM may also liaise with relevant sector managers/coordinators of ChildFund Australia's head office in Sydney and other ChildFund country offices.

RESPONSIBILITIES

1. Program Development, Management & Reporting

- In coordination with the SM support program/project development and proposal writing
- Work with SM, PC, PO and partners to identify the services for project
- Work with PC and SM to identify and mobilise all necessary resources for technical and methodological input and oversee all the processes ensuring best results
- Work with field staffs and other key stakeholders, to ensure adequate administrative and legal requirements for project operation and best integration and best results across over all projects
- Ensure that activity design and overseeing its implementation confirm to ChildFund principles, approaches, policies, guides, standards etc., and donor requirements, including cross-cutting issues (gender, environment, disabilities etc)
- The cross-cutting themes such as gender, environment, child protection, child participation, disability are integrated into planning and implementation of projects
- Manage the efficiency and effectiveness of all activities to ensure maximum impact and sustainability
- Provide timely advice of actual or expected changes in the project environment that impact on the relevance of plans, timeframes or expected achievements, including recommendations for amendments to project design (activities, timeframe, budget) to the Program Team Leader

- Prepare regular reports on all activities following specified formats and agreed schedules (internal, Sydney office, donors)
- Continuously monitor the implementation of all program/project activities to ensure that organisational inputs will achieve approved goals and objectives or adjusted as necessary in light of changing context, resources and opportunities, with proper justification and documentation
- Work with all project staff in Cao Bang province to document and disseminate lessons learned in the area, comparing and contrasting different provincial management models and making recommendations for future organisational management models.
- Develop and maintain an efficient standardised system for keeping all records and official documents related to the projects according to the project manual of ChildFund.
- Participate in appropriately selecting and managing consultants

2. Partnership

- Develop means and provide assistance to stakeholders/partners to integrate sectoral activities in a community development approach and framework
- Co-ordinate closely with stakeholders/partners to ensure that every project runs smoothly and effectively
- Support field staffs in establishing appropriate management structures for each project or activity within the sector, with clear roles and responsibilities for each involved party
- Oversee the overall ChildFund's partnership relationship in the area to ensure smooth project delivery.
- Develop and maintain good relationships with the local authorities and people both personally and as a representative of ChildFund, from province to the district and commune) for smooth program and project implementation
- Support to and ensure field staffs for engaging in extensive, regular consultations with all project stakeholders, including participating communities, mass organisations, government ministries and departments, local volunteers, ChildFund project staff, and consultants.

3. Financial Management & Reporting

- In coordination with the SM provide support to PO and PC for preparing annual or longer-term budgets and detailed expenditure plans for all activities within the sector following specified formats, including project budgets for donor-funded activities
- Work closely with field staff, project partners and ChildFund's Financial Manager to control and verify all project expenditures, and to ensure they are allocated correctly against approved budgets
- Monitor project expenditures against the approved project budget and provide regular budget reports in the specified format, including explanation of significant variances
- Provide timely advice to the Program Team Leader where significant variances in expenditure are projected against approved budgets
- Take responsibility with PO and PC for the drafting and submission to the SM of an annual budget plan to support ChildFund's activities, and recommend subsequent budget revisions where necessary, according to ChildFund's timelines and organisational approach
- Program budget is responsibly managed to reach the level of funding commitment and/or adequate explanations are provided for any significant variances, while ensuring the highest levels of financial stewardship and integrity. Project overheads are kept as low as reasonable

- Financial and program reports are used as management tools for monitoring project progress
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- 4. Team Leadership & Personnel Management**
- Manage and supervise all project coordinators and/or project officers working for the responsible sector to ensure:
 - Good team cohesion and spirit
 - High responsibility and accountability for their work
 - Adherence to ChildFund's working discipline and policies
- Work with PC, SM to plan for staff mentoring and its implementing
- Team members are closely supervised, coached, mentored and provided adequate feedback to ensure that they have a common focus, are working together, understand the common goals and maintain high quality performance in their work
- Problems, concerns and issues in the ADP as well as appropriate solutions are identified by working with team members and others as necessary
- Work with the Country Director, Program Team Leader and other SM to identify staffing needs for the responsible sector and take the lead role in recruiting necessary staff
- Provide ongoing supervision and regular appraisal of staff according to ChildFund's Performance Development and Review (PDR) manual; The performance management of staff is properly conducted in coordination with HR department (HRD)
- Professional development and training needs of staff are identified and addressed in consultation with SM, PTL and HRD to ensure their commitment, ethical values, interpersonal skills, competency and critical thinking are enhanced to be capable to carry out quality work
- Advise the Program Team Leader of any significant concerns or issues relating to or affecting staff under direct supervision
- 5. Capacity Building and Technical Support**
- Promote capacity building of team and partners through facilitating exchanges, training opportunities, contact with other institutions etc
- Work with PC, SM and partners to develop plan for empowerment and delegation for ChildFund and partners staffs and coordinate to implement the plan, identifying and recommending training needs for appropriate project partners, to increase project management capacity, and improve their contribution to the ChildFund program aims.
- Conduct or organise training where appropriate with communities, local extension staff and other relevant groups
- Provide necessary support and training for personnel from the project's management structure to ensure the project's well-functioning
- Contribute to the regular technical and methodological backstopping of projects through regular visits and contact with field staff, local technical staff and partners
- 6. Coordination**
- Ensure that all projects and activities within the relevant sector are consistent with integrated into ChildFund's overall commune, district, province and country program
- Participate in cross-functional assessment and appraisal activities for proposed project areas or activities, general evaluations of existing programs, etc.
- Collaborate with the Program Manager and other units to develop and implement long-term goals and objectives to achieve successful outcomes for children and youth in line with ChildFund plans

- Collaborate with the Monitoring and Evaluation Manager to promote the inclusion of output and impact monitoring and evaluation activities through the implementation of ChildFund's Development Effectiveness Framework to assess ChildFund's work – program strengths and areas for improvement in Cao Bang province
- Participate in regular coordination meetings for each district/province program.
- Work with the Support team and other managers to ensure the provision of relevant administrative and logistical supports for different departments
- Provide support to other sectors of ChildFund's program where appropriate upon request
- Meetings with team members and PTL are facilitated regularly to discuss and reflect the area program progress and activities
- Arrange and conduct program staff meetings, a monthly basis

7. Organisational Development

- Major in charge of developing and implementing the strategy of ChildFund's program activities in the assigned area including policies, approaches, standards etc.
- Participate in the development and implementation of program team's strategic plan as well as ChildFund's policies and strategic plan in Vietnam in co-operation with Country Director, Program Team Leader and other management staff
- Take a lead role in developing ChildFund's policies and documentation in the area of the program and project management in Vietnam, including the development of program annual and longer-term strategic plans, ensuring that strategies outlined in the country policy document are incorporated into the program strategies
- Actively in contributing to the development and promotion of ChildFund's values, culture and learning approach among staff and overall the organisation
- Assist in preparation of grant proposal to major donors, when necessary
- Participate in the program expansion to new geographical areas if required

8. Relationship Building & Representation

- Participate in external workshops, ChildFund International working groups and other meetings relevant to ChildFund's programs
- Effective partnership and networks with various development partners such as community-based organisations, other NGOs, local businesses... are built to avoid duplication and share resources in order to promote the well-being of children, especially the most vulnerable
- Establish appropriate information-sharing relationships with staff in similar positions within other INGOs, government agencies and academic institutions in Vietnam and internationally
- Contribute to advocacy and policy-development activities at all levels of development program in Vietnam and internationally (NGO, government and donor networks, support to Sydney Office advocacy / policy development activities etc)
- Maintain contact with other NGOs through meetings and forum etc. to ensure mutual awareness of activities and projects
- Network with government officials and other agencies on issues and activities related to the program
- Identify the specific contributions of the programme and co-ordinate with other organizations that may benefit from visiting
- Visits to the field and project sites by donors, sponsors and ChildFund staff from other offices and interested parties are effectively coordinated

WORKING CONDITIONS

This full-time position bases in Cao Bang province with limited travels to ChildFund's other program areas in Vietnam. The position-holder may also be required to undertake occasional international travel.

The successful candidate will be offered a three-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 laws and practices related to the development field in Vietnam	E
Understanding of basic accounting, proven experience of establishing and managing budgets, and information systems	E
A good knowledge of conditions in different parts of Vietnam would be an advantage.	D
Strong awareness of the needs of children, youth, families and communities in Vietnam, particularly at the provincial level in rural and remote communities	D

Skills

Excellent written and spoken English and Vietnamese including proposals and reports writing	E
Excellent computer literacy and experience with computerized information (including spreadsheets, databases), familiar with software packages under Windows and E-mail	E
Effective team work and interpersonal skills	E
Excellent communication skills, and an ability to relate to people of all backgrounds, presenting information in an effective manner, both written and verbally	E
Strong people management skills, including performance management	E
Strong presentation and facilitation skills	E
Excellent conflict resolution skills and negotiation skills	D
Well-developed coaching and leadership skills, both on a formal and informal basis	D
Outstanding analytical skills, including the ability to develop systems that effectively implement, evaluate and track key the program managerial tasks	D

Experience

At least 7-10 years' experience in project management with an INGO, at least 5 of those in a managerial position. Experience must include hands-on responsibility for the full scope of development program activities, both operations, analysis and management	E
Effective communication with internal and external customers/partners	E
Working effectively with and through others	E
Experienced in all aspects of managing under-supervision staff	E
Experience with health (including motherhood and child care, HIV/AIDS)	E

programs in remote or rural areas and / or project management in rural areas	
Experience of preparing project proposals and reports	E
Experience in managing development activities with staff of varying levels of experience and ability	E
Previous management and coordination experience in a development and/or international organization	D
Experience with participatory appraisal methodologies	D
Have experiences with donor-funded projects	D
Abilities/Qualities	
A self-starter with a high degree of initiative	E
Able to manage multiple priorities, to work to deadlines, being well-organized and systematic	E
Ability to build strong working relationships, internal and external to the organization	E
Creative, forward thinker and excellent team player	E
Mature, dynamic and Hard-working	E
Attitudes	
Willing and able to undertake some work-related travel	E
Commitment to the aims of ChildFund	E
Maintain strict confidentiality in performing the duties of the post	E
Qualifications	
University qualification in management or development field	E
Postgraduate or equivalent is preferred	D