

JOB DESCRIPTION

JOB TITLE

Livelihood Sector Manager

ROLE

The Livelihood Sector Manager is responsible for leadership, management and supervision for all aspects of ChildFund's sector, with the overall objective of improving the well-being of children in Vietnam.

REPORTING STRUCTURE / RELATIONSHIPS

The Livelihood Sector Manager reports to the Program Team Leader.

The Livelihood Sector Manager is responsible to manage Project Coordinators working within the sector. This includes staff based in the Area Development Offices.

The Livelihood Sector Manager shall work closely with the Financial Manager, HR Manager and other Managers in Hanoi, and with management staff from ChildFund's partners and project communes in Vietnam.

The Livelihood Sector Manager liaises with relevant sector managers/coordinators of ChildFund Australia's head office in Sydney and other ChildFund country offices.

RESPONSIBILITIES

1. Capacity Building, Technical and methodological Support

- Play a leading role in capacity building of team through facilitating exchanges, training, mentoring etc and empower them to ensure:
 - They are equipped with required working knowledge and skills
 - They are capable to take increasingly responsibility from time to time
 - They are capable to fulfill their tasks with increasingly quality standard
 - They are confident in representing the working added value.
- Develop and maintain adequate competencies of implementing partners at different levels as well as their empowerment in order for them to successfully manage and deliver ChildFund's supported sector projects.
- Conduct training where appropriate with communities, local staff and other relevant groups.
- Provide necessary support 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 accordingly identified jointly with PC and other relevant stakeholders.
- Collaborate with other sector managers and staffs to develop necessary tools/guides for project development and delivery.

2. Relationship Building & Representation

- Participate in external workshops, working groups and other meetings relevant to ChildFund's sector activities.
- 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 in the relevant sector at all levels in Vietnam and internationally (NGO, government and donor networks, support to Sydney Office advocacy / policy development activities etc).

3. Organisational & Team Development

- 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 sector and project management in Vietnam, including the development of sector annual and longer-term strategic plans.
- Actively contribute to the development and promotion of ChildFund's values, culture and learning approach.

4. Partnership

- 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 partnership relationship of the responsible sector to ensure smooth project delivery.
- Develop and maintain good and productive working relationship with different partners and government representatives/institutions for their necessary technical and methodological inputs, resource mobilization as well as integration etc., for effectiveness and success of the ChildFund supported project/program.
- 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.

5. Project Management and Reporting

- Play a leading role in developing and implementing the strategy of ChildFund's supported the sector activities including policies, approaches, standards etc.
- Provide necessary technical and methodological supports for need assessment and take a leading role in program/project development.
- Work with field staffs and other key stakeholders, to ensure adequate administrative and legal requirements for project operation
- 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).
- 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).
- Manage the efficiency and effectiveness of all activities to ensure maximum impact and sustainability.

6. Financial Management & Reporting

- Provide support to field staffs 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.

7. 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
 - ChildFund's working discipline and policies are well followed
- Work with the Country Director, Program Team Leader and other Managers 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.
- Advise the Program Team Leader of any significant concerns or issues relating to or affecting staff under direct supervision.

8. 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.
- 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 the sector.
- Provide support to other sectors of ChildFund's program where appropriate upon request.

WORKING CONDITIONS

This is a Hanoi based, full-time position with regular and extensive travel to ChildFund's program areas in Vietnam (approx. 40 percent of time in field). It is expected that the position-holder may also be required to undertake occasional international travel.

The successful candidate will be offered a one or 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 Operations Manual.

PERSONAL QUALITIES, QUALIFICATIONS & EXPERIENCE

E = essential, D = desirable

Knowledge

Broad, up-to-date knowledge of laws and practices on the sector's issues in Vietnam as well as internationally	E
Understanding of basic accounting, proven experience of establishing and managing budgets, and office and information systems	E
A good knowledge of conditions in different parts of Vietnam would be an advantage.	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 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 sector managerial tasks	D
Strong people management skills, including performance management	D

Experience

At least 5 years experience in project management with an INGO, at least 3 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
Experience with the relevant sector in remote or rural areas and / or project management in rural areas	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 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 organisation	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-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
Mature, dynamic and Hard-working	

Attitudes

Willing and able to undertake some work-related travel	E
Commitment to the aims of ChildFund	E

Qualifications

University qualification in relevant field	E
Postgraduate or equivalent is preferred	D