

**WORLD VISION VIETNAM  
POSITION DESCRIPTION<sup>1</sup>**

<b>KEY POSITION INFORMATION</b>			
<b>Job Title</b>	Cluster Officer - Resilience and Livelihood	Hay GL	13
<b>Reports To</b>	Overall: Thanh Hoa Zonal Programme Manager Technically: National Coordinator - Agriculture National Coordinator – Economic Development National Coordinator – Humanitarian & Emergency Affairs (HEA)		
<b>Department/Group</b>	Field Operations	<b>Location</b>	Lang Chanh district, Thanh Hoa province

**WORK CONTEXT / BACKGROUND:**

WVV's Area Development Programs (ADP) focuses within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty. ADPs are mainly funded by sponsorship funds, and are a phased approach to development, involving clear and consistent assessment, design, implementation, 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. 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.

The current ADP structure is based on sectoral approach with one staff in charge of one sectoral project. In FY11, WVV pilots new ADP structure. Under each ADP, there will be 6-8 staff, including 1 ADP manager, 1 Sponsorship Facilitator, 1 Finance Officer/Bookkeeper, 1 ADP Coordinator and 2-4 Development Facilitators (DFs) who are in charge of all projects and programme activities for around 2 assigned communes/wards in their ADP (from assessment to planning, implementation, monitoring, evaluation and transition). For each cluster (3-5 ADPs), there are 4 technical cluster staff: Health/Watsan/HIV/AIDS; Education/Child Participation; Agriculture and Economic Development; DME/Capacity Building. DFs will be coached by the ADP Manager programmatically and the technical cluster staff technically. One of the strengths of this structure is to allow better integration of the program toward Child Well being Outcomes.

**PURPOSE OF POSITION:**

- To support WVV to implement its overall strategic direction to maximize the quality and impact of WVV programs in Resilience and Livelihood in the assigned ADPs;
- To lead the process of identifying, developing, testing, implementing and mainstreaming best practices in Agriculture and Economic Development in the assigned ADPs;
- To provide technical support, advice, and capacity building opportunities to WVV staff and partners to enhance the quality of Resilience and Livelihood activities;
- To support WVV in adopting LEAP 3's programming, including implementation of Technical Program (TP)
- To support ZMs and technical coordinators to work with provincial partners for advocating WVV's promising technical models.

<b>ROLE DIMENSION</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 WVV the Resilience and Livelihood Strategy annually.</li> <li>- Inputs and assistance are provided to develop and improve Resilience and Livelihood training modules/ manual annually/ guidelines, produced to support the ADPs.</li> </ul>	5%

<sup>1</sup> This serves as an interim description while World Vision Vietnam is in the transition time to adopt LEAP 3's programming. The description is subject to reviewing and revision when needed.

<p><b><u>Technical Support</u></b></p>	<ul style="list-style-type: none"> <li>– Review Design documents of the designated ADPs, ensuring that these documents are aligned with WVV Resilience and Livelihood Strategies and responsive to the real needs of the children in the ADPs;</li> <li>– Ensure that assessment and planning processes have active participation of the 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.</li> <li>– Ensure all interventions in Resilience and Livelihood of cluster ADPs are operated in clear and relevant road map</li> <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>– Indicators at national strategy and ADP project are reviewed and updated annually for MIS;</li> <li>– Relevant technical models, tools, methods for monitoring the best practices of the models in Resilience and Livelihood are introduced to the ADP staff for their use and follow-up supports for effective application</li> <li>– Support is given to the ADP staff through daily contacts to ensure that the Resilience and Livelihood activities, are monitored periodically (quarterly-annually) to ensure that the ADP provides maximum benefits to children;</li> <li>– Participate in the following events within a year: assessment of the ADPs in the cluster, Resilience and Livelihood and ADP Evaluation;</li> <li>– At least three visits for each ADP per year is carried out and suggested solutions are given to problems identified during the field trip to enhance the quality of services of Resilience and Livelihood;</li> <li>– Support to target communes, districts in implementation of Community-based Disaster Risk Management (CBDRM) and responding to climate change such as facilitating Community-based Disaster Risk Assessment (CBDRA), Community Disaster Preparedness Plan/Community-based Disaster Risk Reduction Plan (CDPP/CBDRRP)...</li> </ul>	<p>40%</p>
<p><b><u>Capacity Building</u></b></p>	<ul style="list-style-type: none"> <li>– Support such as trainings, mentoring, coaching, advices on material resources, external/ internal consultants/ trainers is given to ADP staff, so that they could implement their POAs effectively according to the plan with the participation of the community people and children.</li> <li>– All TOT Resilience and Livelihood trainings are coordinated annually for the cluster ADPs and supported in follow up action plan after ToT training</li> <li>– Act as the trainer assistant to the TOT trainings. Support ADP in preparing TOR, act as resource person in TOT training events.</li> <li>– Support is given to the ADP staff to organise study visits, learning networks and regional workshops relating to Resilience and Livelihood best practices;</li> <li>– Best practices on Resilience and Livelihood and Environment mainstreaming are documented, shared and used for adjustment, in consultation with NCs Resilience and Livelihood, Communication and Advocacy staff;</li> <li>– Technical Training needs of staff is identified and workshops and learning network are organized to ensure that ADP staff got adequate technical trainings as per their training needs.</li> <li>– Review and provide comments for further improvement of Individual Development Plan of the Project Assistants/ DFs in the assigned ADPs</li> <li>– Build and enhance capacity for local Rapid Response Teams (RRTs); bolstering Child-focused Disaster Risk Reduction – Responding to Climate Change (CF DRR-RCC)</li> </ul>	<p>40%</p>
<p><b><u>Networking</u></b></p>	<ul style="list-style-type: none"> <li>– Assistance is provided to the ADP managers in establishing, and maintaining relationships with government departments, especially DARD, Agriculture Extension Service, VET Service, Committee for Disaster Prevention and Control (CDPC)/ Forest Ranger at the Provincial and District levels and local partners involved in Resilience and Livelihood activities such as Commune Agriculture</li> </ul>	<p>10%</p>

	<p>council, farmer association, CDPC, local Rapid Response Teams (RRTs), schools, woman and youth unions, CBOs, etc and external Agriculture experts in and outside WVV.</p> <ul style="list-style-type: none"> <li>– Represent WVV at relevant forums, meetings, working groups and workshops relating to Resilience and Livelihood in the cluster ADPs</li> <li>– Working relationships with the ADP staff in the cluster ADPs are built by meetings and setting working plans with them at least twice a year.</li> <li>– Attend meeting with NC Agriculture, and Economic Development, HEA for sharing and learning;</li> <li>– Networking skills are improved by actively joining Resilience and Livelihood Practice initiative of WVI.</li> <li>– All training manuals/ documents of Resilience and Livelihood in designed ADPs are filing, updated and shared to NO for purpose of documentation and sharing in the sector network</li> <li>– Resilience and Livelihood Interest groups and supportive network are established and sharing is promoted among these groups and Resilience and Livelihood staff outside WVV.</li> </ul>	
<b>Others</b>	<ul style="list-style-type: none"> <li>– Explore needs for further funding to address the burning problems faced by the households and their children relating to Resilience and Livelihood;</li> <li>– Assistance is given to NCs Resilience and Livelihood to propose these issues through Concept paper, proposals.</li> <li>– Carry out other tasks and any assignments when required by the organization.</li> <li>– Ensure WVV standards of child protection are maintained.</li> <li>– Participate in National Office’s Rapid Response Team</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 inputs from the National Coordinator Agriculture National Coordinator Economic Development and National Coordinator for Humanitarian & Emergency Affairs	
<b>Financial Authority</b>	None	
<b>Annual Total Budget</b>	None	
<b>Decision Making Authority</b>	Within WVV Policies and Guidelines	

<b>Important Functional Relationships:</b>		
<b>Contacts</b>	<b>Reason for Contact</b>	<b>Frequency of Contact (Daily, Weekly, Monthly)</b>
Regional Program Manager/ Director	To get overall guidance and approval	Weekly
NCs Agriculture & Economic Development, HEA	To get technical support and advices	Weekly
ADP Managers, Development Facilitators, ADP Coordinators	To provide technical support and advices To coordinate Capacity Building, Sharing &	Daily

	Advocacy events.	
Government Partners (mainly as Provincial and District level)	To coordinate Program Operations including Assessment, Design, Implementation, Monitoring and Evaluation. To raise awareness and organize reflection meetings.	Bimonthly
Other NGOs	To coordinate activities and plans related to the Resilience and Livelihood.	Quarterly
HRD	To meet the training needs of staff	Quarterly

<b>Major Challenges:</b>	
<b>Challenge</b>	<b>Possible Approaches/Solutions</b>
- Extensive travelling in difficult road condition (50% of time)	- Flexibility is given to staff to make travel plan - Good planning
- Reporting to more than 1 supervisor.	- Supervisors provided support to staff to make clear work plans

<b>Knowledge, Skills, Abilities:</b>		
<i>(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-study, prior experience, or on-the-job training.)</i>		
<b>Economic – social background</b>	- Bachelor/master degree in multi-disciplinary of economic – social or community development background or a related field	- Essential
<b>Knowledge &amp; Skills</b>	- Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes.	- Essential
	- Ability to communicate and relate effectively with a diverse range of people (i.e. project beneficiaries, Government officials, project partners, WVV staff).	- Essential
	- Demonstrated ability to coach, mentor and motivate staff and partners.	- Essential
	- Good reading and report writing skills in English.	- Essential
	- Good computer skills (word processing, excel, power point & email).	- Essential
	- Ability to work with a minimum of supervision, exercise judgment, meet deadlines and work under pressure.	- Preferred
	- Willing to learn to advance career in Resilience and Livelihood fields;	- Preferred
- Have Research ability and interest;	- Preferred	
- Be willing to travel to the ADPs in the cluster.	- Essential	
<b>Experience</b>	- Experience in working in the area of community development and/or with non-governmental organization.	- Preferred
	- Experience of and demonstrated ability to effectively network with a diverse range of multi-lateral, and government bodies;	- Preferred
	- Experience in monitoring and evaluating projects and ensuring that recommendations are implemented.	- 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 within the assigned cluster.</li> <li>- Work with minimum of supervision</li> </ul>
<b>Core Capabilities:</b>	<p><b>Achieving Capabilities:</b>  Achieving quality results and service  Practicing accountability and integrity  Communicating information effectively</p>
	<p><b>Self-Managing Capabilities:</b>  Demonstrating Christ-centre life and work  Learning for growth and development  Maintaining work/life balance and effectiveness</p>
	<p><b>Thinking Capabilities:</b>  Thinking clearly, deeply and broadly  Understanding the Humanitarian Industry  Understanding World Vision’s mission and operations  Practicing innovation and creativity</p>
	<p><b>Relational Capabilities:</b>  Building collaborative relationships  Practicing gender and cultural diversity  Influencing individuals and groups</p>

<b>Prepared by PnC:</b>	<b>Date Revised: 10 May 2016</b>
<b>Reviewed by the National Coordinator - Agriculture/ ED:</b>	<b>Date:</b>
<b>Reviewed by the National Coordinator - HEA :</b>	<b>Date:</b>
<b>Agreed by the Hiring Manager:</b>	<b>Date:</b>
<b>Accepted ad Agreed by the Job Holder:</b>	<b>Date:</b>