

POSITION DESCRIPTION

Position Title:	Pass It Back Project Coordinator (PIB PC)
Department:	Program
Location:	Hoa Binh Area Development Office (ADO) or Hanoi Office
Reports to:	Hoa Binh Provincial Manager
Employment status:	Full-time.

ORGANISATIONAL CONTEXT

ChildFund Australia is an international development agency that works in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children's rights.

ChildFund Australia directly implements child-focused development programs in Viet Nam, Papua New Guinea (PNG), Cambodia, Laos, and Myanmar, and works in conjunction with the ChildFund Alliance global partnership to deliver programs in countries throughout Asia, Africa and the Americas.

Programs are funded by sponsorship contributions, grants, donations and other revenue. ChildFund Australia has an extensive child sponsorship program with more than 55,000 children in 24 countries sponsored by Australians.

ChildFund Australia's goals are to deliver quality development programs that are respectful, responsive and effective.

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in the developing world.

ChildFund began working in Vietnam in 1995 and operates community development programs in the areas of education, water and sanitation, sustainable livelihoods, food security, child rights and child protection and maternal and child health, including HIV prevention.

ChildFund's programs are being implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalised sections of the population.

JOB PURPOSE & REPORTING STRUCTURE

The PIB PC reports to the Provincial Manager (PM) in Hoa Binh.

The PIB PC works closely with PIB Project partners (ChildFund Australia, Women Win, and the Asian Rugby Federation), the Program Operations Manager (POM) in Hanoi, the Provincial Manager and other Project Coordinators and Project Officers in the Area Development Office (ADO).

POSITION SUMMARY

The Pass It Back PC is responsible for the implementation and management of the PIB Project in Viet Nam, to be carried out in the Hoa Binh Province. By liaising with PIB Project partners (ChildFund Australia, Women Win, and the Asian Rugby Federation), the PIB PC will work to develop the initial plan, organise activities, report on progress, and contribute to growth and evaluation of this Project.

KEY AREAS OF RESPONSIBILITY

1. Partnership

- Ensure that relevant Government reporting standards are maintained;
- Engage in and contribute to on-going discussions around PIB project and partnership development;
- Attend remote and in-person PIB partnership meetings;
- Actively develop links with relevant departments of the Vietnamese Government;
- Develop cross-country links to support project implementation;
- Establish and maintain a good and productive working relationship with project partners to ensure the smooth implementation and quality of project activities;
- Support/directly contribute in the process of enhancing the delegation and empowerment to the partner in project management and implementation in accordance with the program's and organisation's strategy.

2. Project Implementation, Management & Reporting

- Liaise with PIB project partners to prepare for project implementation, including to instruct and ensure partners and contractors to strictly follow ChildFund's working principles and methodology of project development and implementation in all stages of a project cycle;
- Together with key stakeholders analyse and select technical solutions/interventions during the project development and implementation;
- In co-operation with key stakeholders coordinate the project planning, implementation and monitoring of project activities in the sector based on the project agreements and proposal;
- Monitor project activities to ensure the timeline, efficiency and quality of the project, generating interest and support communities to engage with the PIB Project;
- Work with PIB Coaches to advocate for PIB and to support players to participate in PIB activities and competitions;
- Ensure a minimum of 50 per cent of girls and young women participate at all levels of the project;
- Monitor project outcomes using agreed monitoring and evaluation tools;
- Monitor the tasks required of PIB Coaches related to curriculum delivery and reporting using agreed monitoring and evaluation tools (e.g. Player/Team registration, consent forms, attendance sheets, Coach Logbooks);
- Undertake additional qualitative monitoring and evaluation as agreed;

- Provide timely advice to the PM, POM on actual or expected changes in project environment that impact on the relevance of plans, timeframes or expected achievements, including recommendations for amendments to project design (activities, timeframe, budget);
- Produce and submit quarterly project output and narrative reports to ChildFund Australia as the PIB program lead;
- Prepare reports to the sector PM, POM as required following specified formats and agreed schedules;
- In cooperation with all stakeholders mobilise the participation and contribution from the community.

3. Interpretation and Translation

- Act as an interpreter for the PIB program manager, PIB partners and international guests 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.

4. PIB Coach Support

- Facilitate the selection of 20 youth coaches from communities.
- Organise travel preparations for the youth coaches and support staff to attend PIB Coaches' Training;
- Attend the training in the Lao PDR.
- Provide regular leadership, coaching and administration support to PIB Coaches in group and individual settings, including at least 4 monitoring visits for every 6 month PIB curriculum round.

5. Financial Management & Reporting

- Oversee project finances in Vietnam within delegated levels;
- Review budget plan and request for money transfer submitted by Project Management Committee (PMC);
- Supervise and ensure that project budget is used effectively for project activities;
- Foster the expenditure progress against the schedule;
- Facilitate and review monthly financial report submitted by PMC.

6. 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 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 with ChildFund local staff, ChildFund Australia staff and project partners.

7. 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 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.

8. Capacity Building and Technical Support

- Ensure ChildFund Vietnam meets mandatory compliance standards required by the PIB program.
- Complete Institutional Capacity Assessment to be reviewed annually by PIB partners;
- Jointly develop and adhere to a Capacity Development Plan for ChildFund Vietnam with PIB partners around increasing Sport for Development and leadership development capacity;
- Organise training where appropriate with communities, local staff and other relevant groups;
- Contribute to the regular technical and methodological backstopping of projects through visits and contacts etc., with local staff and implementing partners;
- Provide necessary support for personnel from the project's management structure to ensure the project's well-functioning.

9. Relationship Building & Representation

- Participate in external workshops and other meetings relevant to Pass It Back program under the direction of the PM and POM;
- Establish appropriate information-sharing relationships with staff in similar positions within government departments or other agencies within the province.

REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core Competencies:

- Commitment to ChildFund Australia's values, vision and mission: demonstrates a strong belief in ChildFund Australia's core purpose, and reflects the values of the organisation in daily activities and behaviours;
- Teamwork: The ability to work cooperatively and flexibly with other members of the team with a full understanding of the role to be played as a team member;
- Communication: The ability to communicate clearly and persuasively verbally and in writing;
- Accountability and integrity: Our obligation as individuals to account for our activities, to accept responsibility for them, and to disclose the results in a transparent manner; and
- Adaptability and flexibility: The ability to meet changing conditions and respond to new organisational requirements, with flexibility and resilience.

Functional/Technical Competencies:

- A good knowledge of child rights, child protection, with strong understanding of the situation facing children, youth, families and communities in developing communities, and of appropriate responses
- Knowledge of theory and working approaches, methodologies in community development programs and projects;
- Knowledge in gender issues;
- Ability to develop qualified reports, review and monitor spread sheets and budgets, develop budgets based on activities, planning and projections on time and to a high standard;
- Ability to undertake detailed activities with high level of accuracy;
- Ability to demonstrate initiative, promote and model new approaches, being proactive and work with a minimum supervision;
- Ability to respond to urgent demands while maintaining on-going implementation of activities;
- Good time management skills to perform multi-tasks at a same time and met deadlines.
- Good analytical skills, good conflict resolution and negotiation skills;
- Good cross-culture skills and ability to work with multi-national/international stakeholders

- Strong presentation and facilitation skills;
- Ability and skills in organising and providing trainings;
- Excellent written and spoken Vietnamese and English including reports writing;
- Excellent computer literacy and experience with computerized information (including spreadsheets, databases), familiar with software packages under Windows and E-mail.

Leadership Competencies

- Strong coordination skills;
- Working effectively with and through others;
- Open and responsive to personal change;
- Ability to respond well to change and to deal creatively with change, to manage the change and to bring necessary changes in the relevant sector;
- Good influencing skills.

Qualifications and experiences:

- University qualification in English, media, communications, training or relevant field; Master in social/development field is preferable
- At least 2-3 years working experience in project management with an INGO;
- Experience of working with children and young people, particularly in a mentoring capacity;
- Experience and interest in facilitating groups of children/ young community members;
- Previous experience managing projects, preferably within the NGO and child/youth participation sector;
- Active interest in sports.

WORKING CONDITIONS & OTHER ESSENTIAL REQUIREMENTS

- This position either locates in Hoa Binh or in Hanoi with frequent travel and working in Hoa Binh, full-time position with occasional travel to ChildFund's program areas in Vietnam;
- The successful candidate will be offered a 2-year contract. Salary will be set according to experience and qualifications, in accordance with ChildFund's salary scale;
- Appointment to this position is dependent upon successful completion of a Police Check and signing of ChildFund's Child Protection policy and procedure Code of conduct;
- Commitment and adherence to ChildFund policies and procedures is required;
- Maintain strict confidentiality in performing the duties of the post;
- Other working conditions and benefits are outlined in ChildFund's HR, PDR and Operations Manuals.

STANDARD OCCUPATIONAL HEALTH AND SAFETY (OHS) RESPONSIBILITIES

- Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

ChildFund is an equal opportunities employer

Approval by: Date:.....
Name: Deborah Leaver
Job title: Country Director
ChildFund Australia Representative Office in Vietnam