

WORLD VISION VIETNAM
POSITION DESCRIPTION

KEY POSITION INFORMATION			
Job Title	Cluster Officer Agriculture & Economic Development		
Reports To	Overall: Thanh Hoa Zonal Programme Manager Technically: National Coordinator - Agriculture National Coordinator – Economic Development		
Department/Group	Field Operations	Location	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 Agriculture and Economic Development 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 Agriculture and Economic Development activities;

ROLE DIMENSION	END RESULTS EXPECTED	TIME SPENT
<u>Strategic Direction</u>	<ul style="list-style-type: none"> – Inputs are given to WVV the Agriculture Strategy and Economic Development Strategy annually. – Inputs and assistance are provided to develop and improve Agriculture and Economic Development training modules/ manual annually/ guidelines, produced to support the ADPs. 	5%
<u>Technical Support</u>	<ul style="list-style-type: none"> – Review Design documents of the designated ADPs, ensuring that these documents are aligned with WVV Agriculture and Economic Development Strategies and responsive to the real needs of the children in the ADPs; – 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 & planning of the ADPs in the 	40%

	<p>cluster.</p> <ul style="list-style-type: none"> – Ensure all interventions in agriculture and economic development of cluster ADPs are operated in clear and relevant road map – All log frames and POAs of the ADPs in the cluster are reviewed annually. – All annual reports of the ADPs in the cluster are reviewed and feedbacks are provided for improvement. – Indicators at national strategy and ADP project are reviewed and updated annually for MIS; – Relevant technical models, tools, methods for monitoring the best practices of the models in Agriculture and Economic Development are introduced to the ADP staff for their use and follow-up supports for effective application – Support is given to the ADP staff through daily contacts to ensure that the Agriculture and Economic Development activities, are monitored periodically (quarterly-annually) to ensure that the ADP provides maximum benefits to children; – Participate in the following events within a year: assessment of the ADPs in the cluster, Agriculture & Economic Development review and ADP Evaluation; – 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 both Agriculture and Economic Development; 	
<u>Capacity Building</u>	<ul style="list-style-type: none"> – 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. – All TOT Agriculture and Economic Development trainings are coordinated annually for the cluster ADPs and supported in follow up action plan after ToT training – Act as the trainer assistant to the TOT trainings. Support ADP in preparing TOR, act as resource person in TOT training events. – Support is given to the ADP staff to organise study visits, learning networks and regional workshops relating to Agriculture and Economic development best practices; – Best practices on Agriculture, Economic Development and Environment mainstreaming are documented, shared and used for adjustment, in consultation with NCs Agriculture and Economic Development, Communication and Advocacy staff; – 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. – Review and provide comments for further improvement of Individual Development Plan of the Project Assistants/ DFs in the assigned ADPs 	40%
<u>Networking</u>	<ul style="list-style-type: none"> – Assistance is provided to the ADP managers in establishing, and maintaining relationships with government departments, especially DARD, Agriculture Extension Service, VET Service at the Provincial and District levels and local partners involved in Agriculture and Economic Development activities such as Commune Agriculture council, farmer association, woman and youth unions, CBOs, etc and external Agriculture experts in and outside WVV. – Represent WVV at relevant forums, meetings, working groups and workshops relating to Agriculture and Economic Development in the cluster ADPs – 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. – Attend meeting with NC Agriculture, and Economic Development for sharing and learning; – Networking skills are improved by actively joining Agriculture Community of Practice initiative of WVI. – All training manuals/ documents of Agriculture/ Economic Development sectors in 	10%

	designed ADPs are filing, updated and shared to NO for purpose of documentation and sharing in the sector network		
	<ul style="list-style-type: none">– Agriculture and Economic Development Interest groups and supportive network are established and sharing is promoted among these groups and Agriculture and Economic Development staff outside WVV.		
Others	<ul style="list-style-type: none">– Explore needs for further funding to address the burning problems faced by the households and their children relating to Agriculture and Economic Development;– Assistance is given to NC Agriculture and Economic Development to propose these issues through Concept paper, proposals.– Carry out other tasks and any assignments when required by the organization.– Ensure WV standards of child protection are maintained.– Participate in Rapid Response Team in disaster risk reduction.		5%
No. Direct Report:	0	Positions Supervised:	NA
Other Reporting Relationships	Technically the position has to consult and get input from the National Coordinator Agriculture and National Coordinator Economic Development		
Financial Authority	None		
Annual Total Budget	None		
Decision Making Authority	Within WVV Policies and Guidelines		

Important Functional Relationships:				
Contacts			Reason for Contact	Frequency of Contact (Daily, Weekly, Monthly)
Regional	Program	Manager/ Director	To get overall guidance and approval	Weekly
NCs	Agriculture & Economic Development		To get technical support and advices	Weekly
ADP Managers, Development Facilitators, ADP Coordinators			To provide technical support and advices To coordinate Capacity Building, Sharing & Advocacy events.	Daily
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 Agriculture and Economic Development.	Quarterly
HRD			To meet the training needs of staff	Quarterly

Major Challenges:	
Challenge	Possible Approaches/Solutions
- 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

Knowledge, Skills, Abilities: (The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-study, prior experience, or on-the-job training.)		
Agriculture	- Bachelor degree in in animal science, agriculture, agricultural economics or a related field -	- Essential
Knowledge & Skills	- Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes. - Ability to communicate and relate effectively with a diverse range of people (i.e. project beneficiaries, Government officials, project partners, WVV staff). - Demonstrated ability to coach, mentor and motivate staff and partners. - Good reading and report writing skills in English. - Good computer skills (word processing, excel, power point & email). - Ability to work with a minimum of supervision, exercise judgment, meet deadlines and work under pressure. - Willing to learn to advance career in Agriculture and Economic Development fields; - Have Research ability and interest; - Be willing to travel to the ADPs in the cluster.	- Essential - Essential - Essential - Essential - Essential - Preferred - Preferred - Preferred - Essential
Experience	- Experience in working in the area of community development and/or with non-governmental organization. - Experience of and demonstrated ability to effectively network with a diverse range of multi-lateral, and government bodies; - Experience in monitoring and evaluating projects and ensuring that recommendations are implemented.	- Preferred - Preferred - Essential
Work Environment	- Work with a different teams and communities to provide the technical support - Extensive travelling within the assigned cluster. - Work with minimum of supervision	
Core Capabilities:	Achieving Capabilities: Achieving quality results and service Practicing accountability and integrity Communicating information effectively	
	Self-Managing Capabilities: Demonstrating Christ-centre life and work Learning for growth and development Maintaining work/life balance and effectiveness	

	Thinking Capabilities: Thinking clearly, deeply and broadly Understanding the Humanitarian Industry Understanding World Vision's mission and operations Practicing innovation and creativity
	Relational Capabilities: Building collaborative relationships Practicing gender and cultural diversity Influencing individuals and groups

Prepared by PnC:	Date Revised:
Reviewed by the National Coordinator Agriculture/ ED:	Date:
Reviewed by the National Coordinator/ED :	Date:
Agreed by the Hiring Manager:	Date:
Accepted ad Agreed by the Job Holder:	Date: