

**WORLD VISION VIETNAM  
POSITION DESCRIPTION**



<b>KEY POSITION INFORMATION</b>			
<b>Job Title</b>	ADP Coordinator		
<b>Reports To</b>	ADP Manager		
<b>Department/Group</b>	Field Operation	<b>Location</b>	Thuong Xuan district, Thanh Hoa province

**WORK CONTEXT / BACKGROUND:**

WVV’s Area Development Programs (ADP) focus 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 in 7 ADPs. 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 (4-6 ADPs), there are 4 technical cluster staff: Health/Watsan/HIV/AIDS; Education/Child Participation, Agriculture/Economic Development, DME/Capacity Building. DFs will be coached by the ADP manager programmatically and the cluster technical 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:**

With the new ADP structure, this position is to provide support to Development Facilitators (DFs), Sponsorship Facilitator and ADP Manager in compiling the ADP reports, accompanying visitors, maintaining a routine DME system of the ADP. This position is also to work with technical departments to coordinate training courses or events which are held at the district level and help with other administrative tasks of the ADP.

ROLE DIMENSION / DESCRIPTION	End Results Expected	Time Spent
COORDINATION	<ul style="list-style-type: none"> <li>❖ Effective partnership with relevant sectoral district officers is ensured. Good assistance is provided to ADP Manager in building effective partnership and networks with various development partners at the district level</li> <li>❖ Good collaboration with DFs and other staff is maintained to ensure good integration of other ADP projects at the district level or activities which are carried out across all communes take place in one event.</li> <li>❖ Effective assistance is provided to ADP Manager in coordinating and receiving visit from Donors, sponsors, WV staff from other ADPs /National Office and interested parties.</li> <li>❖ Good assistance is provided to ADP Manager in raising awareness of WV's Christian, child-focused and community-based philosophy and approach to development among local district partners.</li> <li>❖ Good cooperation with NCs/sectoral clusters is maintained in order to ensure the sufficient technical inputs for project implementation at the district level.</li> <li>❖ Good collaboration with local partners is maintained to ensure good training courses and other programme events which are held at the district level.</li> </ul>	40%
ADMINISTRATION	<ul style="list-style-type: none"> <li>❖ Accompany visitors to the project sites, acting as a guide and translator as necessary.</li> <li>❖ Negotiate and purchase items (where necessary), organize timely delivery and appropriate distribution of the purchased items</li> <li>❖ Maintain a filing system of all documents pertaining to the ADP, including the filing of program document such as: project design, report, minutes agreed between ADP and partners, survey, evaluation and MIS data.</li> <li>❖ Prepare and coordinate PMB meeting events.</li> </ul>	30%
PROGRAM DESIGN, MONITORING & EVALUATION (DME)	<ul style="list-style-type: none"> <li>❖ Support the ADP manager in making logistic arrangements for baseline surveys</li> <li>❖ Support the ADP manager to complete the PDD and log-frame</li> <li>❖ Assist ADP team in designing and establishing program and project M&amp;E plan and Monitoring System (monitoring tools) in alignment with LEAP/CWBO;</li> <li>❖ Assist ADP manager to organize trainings/workshops for staff and Program stakeholders to introduce the DIME</li> </ul>	30%

	<p>system and management information system</p> <ul style="list-style-type: none"> <li>❖ Assist DFs, VDBs, HFs, and local partners to collect and analyze monitoring data using the logframe and WVV's standardized monitoring tools</li> <li>❖ Assist the ADP manager in preparing and ensuring ADP monthly, semi-annual, and annual reports are used by the ADP team for decision making and for meeting the partnership reporting standards (LEAP)</li> <li>❖ Assist ADP manager in managing/updating Monitoring Information System for all projects of the ADP.</li> <li>❖ Assist the ADP manager and DFs to establish a feedback loop with the community for the application of monitoring results for decision-making;</li> <li>❖ Document monitoring information and share with other staff/other ADPs when appropriate.</li> <li>❖ Visit community and project site frequently for monitoring purpose.</li> <li>❖ Coordinate learning and reflection at ADP.</li> </ul>	
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<b>No. Direct Report:</b>	No	<b>Positions Supervised:</b>	No
<b>Other Reporting Relationships</b>	No		
<b>Financial Authority</b>	No		
<b>Annual Total Budget</b>	US\$ 760,000		
<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>
ADP Manager	To get overall guidance and support on program operation.	Daily

ADP Team Member	Collaboration and provide support	Daily
Government Partners (mainly sectoral district/province officers,)	Project Operation including Assessment, Design, Implementation, Monitoring and Evaluation, coordinating training courses and similar events.	Daily
National Coordinators/clusters	To get DME / Technical support	Weekly
Hamlet Facilitators/Volunteers	Project Operation including Assessment, Design, Implementation, Monitoring and Evaluation.	Based on the needs
Consultant	Programme operation including assessment, TOT, research.	Based on needs

<b>Major Challenges:</b>	
<b>Challenge</b>	<b>Possible Approaches/Solutions</b>
- The requirement of being based at the project sites in the remote areas, living far away from the family.	- Area Allowance is given to support transportation and accommodation costs. - Staff care activities
- Work under high pressure with continuous changes and new initiatives to adopt.	- Be trained on Change Management Skills, Time Management and Planning Skills.

<b>Knowledge, Skills, Abilities:</b> <i>(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)</i>		
<b>Education</b>	- Bachelor degree in education, or public health, or community development, or social work or business administration.	- 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

	<ul style="list-style-type: none"> <li>- Basic knowledge and understanding of key aspects of development work; including health, education, economic development, HIV and AIDS programming, food security, cross-cutting themes (e.g. gender, child protection, environment, disability), and integration of advocacy and disaster management in development programming.</li> <li>- Knowledge in capacity building for local stakeholders/partners.</li> <li>- Skills in facilitation of development processes, including organisation, mobilisation and influence of partners (especially at district level) and networking among different development partners.</li> <li>- Demonstrated capacity in project management, with conceptual understanding and required competency in DME functions.</li> <li>- Strong interpersonal skills and well-developed written and oral communications skills in Vietnamese.</li> <li>- Good English skill.</li> <li>- Solid computer skills in Word, Excel, PowerPoint and email.</li> <li>- Ability to think critically and reflect.</li> </ul>	<ul style="list-style-type: none"> <li>- Essential</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- At least 2 years work experience in community development.</li> <li>- Experience in program implementation, community mobilization and participatory approach would be an advantage.</li> <li>- Experience in capacity building for local stakeholders/partners.</li> <li>- Experience of working with ethnic minorities.</li> </ul>	<ul style="list-style-type: none"> <li>- Essential</li> <li>- Preferred</li> <li>- Essential</li> <li>- Preferred</li> </ul>
<b>Work Environment</b>	<ul style="list-style-type: none"> <li>- Work with a medium of supervision</li> <li>- Frequent interaction with the government officials of the technical departments.</li> </ul>	
<b>Core Capabilities:</b>	<p><b>Achieving quality results and service:</b> (i) Complete task in a timely, cost effective manner; (ii) Stay committed to outcomes despite obstacles; (iii) Achieve predefined results and outcomes using ethical, efficient methods.</p>	
	<p><b>Practicing accountability and integrity:</b> (i) Demonstrate personal integrity and trustworthiness; (ii) Use resources well to achieve outputs and meet required standards, (iii) Demonstrate and advocate awareness and compliance to WV or professional standards when working with all WW resources.</p>	

	<p><b>Communicating information effectively:</b> (i) Use effective questions to gather relevant information; (ii) Write clearly and convey intended meaning; (iii) Present appropriate information openly and willingly; (iv) Maintain positive relationships through open, effective communication</p>
	<p><b>Thinking clearly, deeply and broadly:</b> (i) Ask key questions and gather relevant information; (ii) See relationship between cause, effects and big picture; (iii) Break down complex information into simple language; (iv) Identify gaps, trends and key issues</p>
	<p><b>Building collaborative relationships:</b> (i) Treat others with honor and respect; (ii) Build and maintain strong relationships, (iii) Cooperate well with other team members; (iv) Develop personal network of effective relationships within WV.</p>
	<p><b>Supporting World Vision's Christian identity and commitments:</b> (i) Respect WV's core values in work and life; (ii) Understand why work with the poor and disadvantaged children is important for followers of Christ</p>

<b>Prepared by HRD:</b>	<b>Date Revised: 27 Apr 2016</b>
<b>Reviewed by Regional Director/ Manager and Operations Director:</b>	<b>Date:</b>
<b>Agreed by Hiring Manager:</b>	<b>Date:</b>