

WORLD VISION VIETNAM POSITION DESCRIPTION

KEY POSITION INFORMATION			
Job Title	AP Manager		
Reports To	Thanh Hoa Zonal Programmes Manager		
Department/Group	Field Operations	Location	Nhu Thanh district, Thanh Hoa province

WORK CONTEXT / BACKGROUND:

WVV's Area Programs (AP) focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty. APs 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 AP 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 DPA approach and structure is that team members are based at district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis.

Since FY11, WVV have applied the Development Program Approach and revised its AP structure. Under each AP, there are from 6 to 8 staff, including 1 AP manager, 1 Sponsorship Facilitator, 1 Finance Officer/Bookkeeper, 1 AP 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 APs), there are 4 technical cluster staff: Health/ Nutrition; Education & Child Protection; Livelihood Development and Resilience; DME/Capacity Building. DFs will be coached by the AP Manager programmatically and by the technical cluster staff technically. One of the strengths of this structure is to allow better integration of the program toward Sustainable Child Well being Outcomes.

PURPOSE OF POSITION:

Provide overall leadership and management to the program in accordance with relevant strategies (e.g. national strategy, sectoral strategies, disaster preparedness plan, etc.), policies (e.g. Human Resources, Finance and Child Protection policies etc.), standards (e.g. Integrated Programming Model, LEAP, child sponsorship, etc.).

Role Dimension / Description	End Results Expected	Time Spent
Leadership and People Management	<ul style="list-style-type: none"> - Provide overall leadership to the AP team, including spiritual leadership - Work with PnC department to recruit and provide orientation for new staff - Supervise, coach, mentor, provide adequate feedback to AP staff to ensure their high performance toward the shared goals - Identify and address development needs of AP staff to ensure that they are well equipped with core and job-specific competencies to carry out quality work - Identify and address staffing issues in a timely and professional manner, in working with PnC department 	30%

	<ul style="list-style-type: none"> - Promote ongoing reflection and learning culture among AP staff - Organize the AP office and facilitate a working environment of trust, mutual respect, and care among all staff - Build effective relationships with support office/donors; provide support office/donors with vital program information, documentation, stories and reports on a timely manner and get them involved in key events/milestones of the program. 	
CESP	<ul style="list-style-type: none"> - Build effective working relationship with various development partners including PMB and technical departments at district and commune level - Network with external stakeholders (NGOs, CSO, local businesses, etc.) and create space for collaboration and partnership toward improved well being of children, especially the most vulnerable - Raise awareness of local partners and community on WV's Christian identity and values, child focused and community based development - Promote program accountability in accordance with PAF - Lead the AP planning process as well as the annual community review & planning process - Promote shared monitoring and integrated reflection with local partners and community to review the progress and identify areas for improvements - Support communities and partners to develop and implement the community development plan/ initiatives (micro projects) including advocacy initiatives - Support communities and partners to develop and implement community-based disaster preparedness plans - Identify and mobilize community resources for joint advocacy activities at district level - Lead the documentation of best practices, lessons learnt, MSC stories and share with external and internal stakeholders for learning and advocacy purpose - Lead the process of MVC mapping and inclusion in the project activities - Lead child projection and inclusion as per Sponsorship standards and monitor participation and benefits of RC/MVC and their families - Lead the child monitoring as per sponsorship standards - Facilitate the implementation of Sponsorship 2.0 - Reinforce Sponsorship In Programming (SIP) Essentials - Facilitate the process of program approach towards sustainability 	35%
PROGRAM MANAGEMENT	<ul style="list-style-type: none"> - Lead the adaptation of TPs following the standard guidelines/ tools and complete all AP level documents (log-frame, ITT, MnE plan, narrative AP Plan) - Provide coaching and support to AP staff to implement TPs according to the approved AP plan and budget - Mobilize technical, human, financial resources to support the program - Lead the monitoring and reporting of indicators to ensure data accuracy - Implement the recommendations of CWB reports, 	35%

	evaluation reports, technical model review reports - Coordinate the participation of local partners and community in baseline survey and evaluation at AP level - Document evidences and disseminate WVV's project models to external partner for replication and advocacy purpose - Prepare monitoring reports for the AP (monthly, semi-annual, annually) - Support AP staff to mainstream CCT into program activities - Lead the implementation of Horizon 3.0 - Manage resources with integrity and stewardship, in compliance with WVV's financial policies and procedures. - Coordinate procurement and strategic sourcing at AP level - Prepare concept notes and proposals for PNS calls	
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No. Direct Report:	3 (FY17) and will increase in FY18	Positions Supervised:	I DF I SR I Bookkeeper
Other Reporting Relationships	Technical Cluster staff who are based in the AP		
Financial Authority	As per LOA		
Annual Total Budget	US\$ 50,000 for FY2017 and 300,000 – 500,000 from FY2018 onwards.		
Decision Making Authority	Within WVV Policies and Guidelines		

Important Functional Relationships:		
Contacts	Reason for Contact	Frequency of Contact (Daily, Weekly, Monthly)
Zonal Programmes Manager	Overall guidance and approval on program operation.	Daily
Direct reports (AP team)	Coaching, Mentoring, Supervision	Daily
Government Partners (mainly PMB)	Program Operation including Assessment, Design, Implementation, Monitoring and Evaluation.	Daily
Technical Programme Lead and Specialists	Technical Support	Weekly
PnC Department	Staffing and Recruitment; Employment and Separation; Compensation and Benefits; Staff Care; Training and Development; Performance Management; Grievances and Reconciliation; Corrective and Disciplinary Action;	Weekly
Finance Department	Financial Management Policies, Procedure and	Monthly

	Reports.	
Support Offices	Funding, Semi/Annual reports, Program Involvement and Inputs, Technical Support	Monthly
Sponsors/Donors	Sponsors/Donors Visits	Monthly
Other NGOs	Co-ordination of activities and plans related to the well-being of children.	Monthly

Major Challenges:	
Challenge	Possible Approaches/Solutions
- 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
- Has to be Role model during and after working hours.	-
- Work under high pressure with continuous changes and new initiatives to adopt.	- Be trained on Change Management Skills, Time Management and Planning Skills.

Knowledge, Skills, Abilities: <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>		
Education	- Bachelor degree in education, public health, community development, social work and/or business administration. - Master degree in similar fields	- Essential - Preferred
Knowledge & Skills	- Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes. - 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. - Demonstrated leadership skills, including leading, building, and supporting a team with diverse roles and capacities. - Skills in facilitation of development processes, including organisation and mobilisation of communities and networking among different development partners. - Demonstrated capacity in program management, with conceptual understanding and required competency in DME functions. - Strong interpersonal skills and well-developed written and oral communications skills in Vietnamese and English, especially report writing skills. - Solid computer skills in Word, Excel, Powerpoint and email. - Ability to think critically and reflect.	- Essential - Essential - Essential - Essential - Essential - Essential - Essential

Experience	<ul style="list-style-type: none"> - At least 4 years work experience in community development. - Experience in program implementation, community mobilization and participatory approach would be an advantage. - Knowledge and experience in capacity building for local stakeholders/partners. - Experience in managing and supervising staff. - Experience of working with ethnic minorities. 	<ul style="list-style-type: none"> - Essential - Preferred - Essential - Essential - Preferred
Work Environment	- Work with a minimum of supervision (the direct supervisor is based in the Regional or National Office).	
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 Hiring manager:	Dang Van Bai	Date: 18 April 2017
Reviewed by Operations Director:	Than Thi Ha	Date: 18 April 2017
Agreed by PnC:	Phan Thi Uyen Thu	Date: 18 April 18, 2017
Accepted and Agreed by Job Holder:		Date: