



ROLE PROFILE

Title	Project Coordinator		
Functional Area	Program Implementation Unit		
Reports to	Grant Implementation Manager		
Location	Country Office	Travel required	20% of working time
Effective Date	November 2018	Grade	C2
Ending Date	October 2021		

ROLE PURPOSE

Plan International (PI) has set its purpose in the global strategy for the period of 2018-2022, which focuses on advancing children rights and equality for girls.

Plan International Vietnam (PIV) takes its position to strategically contribute to the achievement of the ambition of Plan International so 2 million girls in Vietnam will learn, lead, decide and thrive.

To contribute to the realization of organization's ambition, the project Sport Spaces for Safety and Equality in Hanoi Schools will strengthen the current effort to promote gender equality and girls' safety in schools and initiate the youth movement to prevent and respond to violence in sports and in schools, which will leverage evidence-based advocacy for larger youth leadership/engagement initiatives.

The Project Coordinator will act as a team member of Program Implementation Unit to fully responsible for the implementation of the project with 2 Department of Education and Training (DOET) of Ba Vi and Hoang Mai districts in period of 1st November 2018 to 31st October 2021 and ensure project objectives are achieved. He/she will ensure meaningful and active participation of all stakeholders including adolescent girls and boys at 20 selected schools in Hoang Mai and Ba Vi districts, technical support organization, Ba Vi and Hoang Mai DOET, Department of Physical Development in school of Ministry of Education and Training (MOET) in the whole project period.

DIMENSIONS OF THE ROLE

The position manages overall the Sport spaces for safety and equality in Hanoi Schools project that will be implemented in 20 lower secondary schools in two districts (Ba Vi and Hoang Mai) in Ha Noi, Vietnam in the period of November 2018 - October 2021.

ACCOUNTABILITIES

Specific responsibilities and accountabilities include the following:

- Be responsible in building positive and productive partnership/relationship with DOET of Hoang Mai and Ba Vi districts, 20 selected schools and other technical NGOs to ensure quality management of rolling out the project model and all topics of non-competitive sport, gender equality, child protection integrated in and through project activities efficiently.
- Providing project partners with clear guidance for application the Gender Responsive Schools model and Safer Cities for Girls that proved to be successful from previous and on-going projects of PIV.
- Providing technical consultation as requested and guiding local partners during the process of planning, implementing, Monitoring and Evaluation (M&E) and reporting project activities.

- Be responsible for monitoring the progress in positive changes of girls and boys, teachers, parents and district DOET toward increasing in proportion of girls and boys participating in school sport activities.
- Be responsible for fully implementing all the project activities at national level (Baseline, end line, cross learning and sharing).
- Be responsible for regular finance monitoring and annual budget updating. To ensure financial and administrative requirements of project are completed in a timely manner.
- Advocating with national partners as Department of Physical Development in school – MOET, Vietnam football federation for scaling up project model in the whole city.
- Collecting data and preparing, submitting quality and timely project reports to the Grant Implementation Manager.

KEY RELATIONSHIPS

Internal relationship

- With the Technical lead of Gender, Inclusion and Child Protection for providing technical support to project focal person at PU.
- With Program implementation team.

External relationship

- With the DOET of Hoang Mai and Ba Vi districts and other technical NGOs.
- With Department of Physical Development in school - MOET, Vietnam football Federation for sharing lessons and scaling up.

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential

- Bachelor's degree (Social Science, Political Science, Development Studies or similar fields)
- Demonstrated knowledge in international development tools: program logic, Monitoring, and community empowerment
- Demonstrated knowledge of gender approach, GBV, child rights, and inclusion
- Understanding of VN Government policies, laws, and institutions in gender equality and Education
- Good oral and written communication skills in English and Vietnamese
- Ability to provide technical guidance and support to PU staff
- Possess strong organizational, computer, and writing skills
- Ability to function efficiently and effectively with little day-to-day supervision
- Willingness to travel to project area on a frequent basis
- At least 3 years of experience in project management, a focus on gender or child protection
- Minimum of four years in demonstrated competency in providing management level support
- Demonstrated skills in analysis and problem solving

Desirable

- Demonstrated experience in working with children
- Knowledge and skills in Project and financial management
- Experience in managing projects in child protection and gender area
- Experience in working in a multi-cultural organisation

PHYSICAL ENVIRONMENT

- Working in the country office that is located in Hanoi.

LEVEL OF CONTACT WITH CHILDREN

- Mid contact: Occasional interaction with children