

JOB DESCRIPTION

Job title: Women's Rights and Gender Responsive Public Services Technical Specialist
Department: Women's Rights and Public Services Programme Directorate
Supervisor: Women's Rights and Public Services Programme Director
Staff Directly supervised: Women's Rights Programme Officers and GRPS Programme Officers

Effective date: 1st July 2019

Location: Hanoi office with travels to the fields and internationally as required

Type of contract: Fixed term/Regular

JD consulted with: SMT, HR and Women's Rights and Public Services Programme Directorate

1. WORKING CONTEXT

Founded in the United Kingdom in 1972, ActionAid (AAI) is an international federation, working with over 25 million people in more than 40 countries for a world free from poverty and injustice. ActionAid's head office is in Johannesburg. ActionAid is the only large international development organization with head office based in Africa, with offices in Asia and the Americas connecting ActionAid's work in Europe.

ActionAid started working in Vietnam (AAV) since 1989, established its Representative Office in Hanoi in 1992. Since then, it has been focusing the work to end poverty and promote sustainable development in mountainous, remote and difficult regions as well as poor urban areas across Vietnam. ActionAid Vietnam works in partnership with local partners in different provinces and applies Human Rights Based Approach to its entire works.

AAV is currently operating under the framework of its CSP VI (2018 – 2023), focusing on three Programme Priorities (PP), including: (1) Improve people's capacity to build safe communities and adapt to climate change and disasters with alternative sustainable livelihoods; (2) Promote grassroots democracy to advance people's rights to gender responsive public services; (3) Support partners, communities and organizations with practical capacity (skills, knowledge, space and networking) to advance social justice.

2. JOB PURPOSE SUMMARY

Provides strategic inputs to implementation of ActionAid Vietnam (AAV)'s plans and budgets to deliver all commitments, especially those set in Country Strategy Paper (CSP VI) and policy advocacy.

Works as a technical advisor to provide technical support on gender responsive public services and women's rights to ensure the quality of the programme under Women's Rights and Public Services Programme Directorate

3. AUTHORITY

- Be a member of Extended Management Team (EMT), relevant technical working group(s)
- Has full authority within approved budgets and plans
- Has right to assign tasks to staff of the team
- Requests for supports from the other departments/staff to ensure the job is well performed
- Manages the project and project's staff as required

4. KEY WORKING RELATIONSHIPS

Internal <ul style="list-style-type: none"> ▪ SMT members, EMT members, all AAV staff ▪ ActionAid International Policy, and related teams 	External <ul style="list-style-type: none"> ▪ AAV's partners, Government Officials, Donors, INGOs, media, academia, elected representatives
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5. MAIN AREAS OF RESPONSIBILITY

Key responsibilities / accountabilities	Key performance indicators
1. Develops strategies and plans/activities for the objectives in charge and provides inputs for LRP's planning	<ul style="list-style-type: none"> ▪ Strategies are clearly formulated to translate programme priorities 2 (focusing on Gender Responsive Public Services and Women Rights) into plans of actions at policy level and in line with AAV strategic direction. ▪ Planning guidelines are provided to LRPs and partners. ▪ AAI's programmes, campaign and related activities as mentioned in the ActionAid's Global Strategy of People's Actions to End Poverty (GS) are prioritised and localised in line with CSP and Vietnam context. ▪ All formulated strategies and plans are properly implemented with specified plans and budgets. ▪ Strategic inputs are provided and contributed for AAI and AAV strategy, frameworks, guidelines.
2. Provides technical advice/support and capacity building to staff and partners on the related PPs in charge	<ul style="list-style-type: none"> ▪ Technical supports are provided to LRPs on designing and implementing programme objective's activities. ▪ Trainings and workshops are provided to staff and implementing partners. ▪ Technical-related documents are collected, translated, compiled and disseminated to concerned bodies. ▪ LRPs and other objectives receive sufficient technical inputs to prepare and compile related reports. ▪ All activities developed for AAV's works on policy research and advocacy and youth are delivered as specified by CSP in linking with works related to communication, campaign and capacity building.
3. Ensures the quality, consistency of all activities within the domain of policy advocacy works in AAV, in line with AAI's priorities and HRBA throughout AAV's programme and partnership	<ul style="list-style-type: none"> ▪ Clear framework and guidelines are developed to facilitate policy research, youth, and campaign and advocacy activities in different areas. ▪ Programme priorities are coordinated between different policy advocacy works for a smooth and effective implementation. ▪ Problems or significant issues related to policy advocacy and youth that are identified in learning from field work and community concerns get followed up properly. ▪ Key policy advocacy and youth partners' capacity building and coordination are carried out. ▪ Monitoring and Evaluation Indicators are well designed for the assessment of research, advocacy and youth works in AAV as required by CSP. ▪ Manuals, guidelines, documentation and lessons learned on the programme objectives in charged are compiled and shared.
4. Takes lead on governance-related work to advance accountability to challenge the power imbalance between	<ul style="list-style-type: none"> ▪ Governance and policy influencing activities are conducted in accordance with AAV's CSP. ▪ Close collaboration with Communication and Campaign Coordinator is ensured for the smooth and effective implementation of AA campaigns and other related works.

rights holders and duty bearers for practical changes for a world without poverty and injustice	<ul style="list-style-type: none"> Relationships with partners, including but not limited to Government authorities, donors, INGOs, NGOs, mass media, etc. at National Level are maintained. The process of decision making, implementing and monitoring the impacts/changes made to the governance with AAV intervention is taken part
5. Coordinates policy advocacy and policy influencing work	<ul style="list-style-type: none"> Potential issues and actors for advocacy works are identified in coordination with line manager, field programme and partners for proper follow up. AAV's values and principles are well understood and practised by policy advocacy, youth staff and AAV relevant partners. Policy advocacy, research and youth activities and networks receive proper support to work effectively and achieve department/organisational objectives. Tasks are well assigned to staff with clear instructions and coaching. Activities are implemented according to approved plan and budget. The development of policy research, analysis and policy briefs are coordinated. Updated information of policy advocacy and youth activities is provided to all related stakeholders.
6. Strengthens the partnership network for promoting the vision and priorities of AAV	<ul style="list-style-type: none"> The leading role in initiating, developing and implementing Memorandum of Understanding between AAV and its partners is taken Active participation and technical inputs are ensured for training/workshop organized within relevant working groups. The visions, values of AAV are well delivered and shared among partnership network. Their well-grounded understanding and cooperation on the issues of poverty and AAV's approach, particularly the HRBA and Theory of Change are ensured.
7. Takes lead women and youth related work	<ul style="list-style-type: none"> The development and implementation of women and youth related policies/strategies/framework is led Advices for the operation of AAV Youth network are provided, including capacity building, awareness raising, proposal development and implementation, organization of forums and dialogues at all levels. The linkage, information and lessons learnt-sharing between AAV Youth Network with regional youth forums as well as Activisms networks in other AAs are ensured. Strategic guidance and technical inputs are provided to make sure all the youth-related works are entirely compliant with HRBA components and principles. Exchange visits are well organized.
8. Leads the development of position paper	<ul style="list-style-type: none"> Line manager and relevant stakeholders in AAI and AAV are led/coordinated to initiate, propose and develop relevant position paper(s) on specific issues that are related to CSP
9. Integrates gender issues into the activities (of the programme objectives)	<ul style="list-style-type: none"> Gender mainstreaming is implemented within the programme objectives in charge as required by CSP. Gender approaches by AAI is closely followed. Women's forum in AAV is well supported.
10. Participates in Extended Management Team (EMT)	<ul style="list-style-type: none"> Positive inputs and comments are provided for the formulation/update of AAV's strategy, policies and procedures. Strategic and practical decisions, particularly in relation to policy advocacy and youth issues, are well-informed.
11. Ensures the development and implementation of	<ul style="list-style-type: none"> Active participates in working groups, networks, campaigns locally and internationally is ensured.

projects related to governance, WR and youth	<ul style="list-style-type: none"> The formulation and coordination of the implementation of new proposals for funding in AAV on policy advocacy and youth issues are led.
12. Supports the nationalization of ActionAid Vietnam	<ul style="list-style-type: none"> Participation in relevant tasks assigned is ensured to support the operation of the Aid for Social protection Programme, Project Foundation Vietnam (AFV), the strategic partner of AAV. Assistance is provided for the smooth transition of ActionAid Vietnam in the nationalization process.
13. Safety & Security	<ul style="list-style-type: none"> The Safety and Security Plan, Procedures and guideline by AAI and AAV are followed. The safety and security procedures for staff are implemented. Risks for staff safety and security are timely reported to Security Focal Person or Head of Department.
14. Others	<ul style="list-style-type: none"> Other tasks as assigned by line manager are well performed.
6. QUALIFICATIONS REQUIRED	
Education (Degrees/certificates required) <ul style="list-style-type: none"> Degree on Political, healthcare, social, development, or other related 	Work experience <ul style="list-style-type: none"> At least 5 years of working experience in relevant fields At least 5 years of engagement in development sectors
Technical knowledge/skills <ul style="list-style-type: none"> Proven management and leadership skills; Sound knowledge and experience on poverty reduction strategies/ plan and development issues; Expertise on participatory methodologies, policy research, advocacy and mobilisation; Networking and partnership building techniques; Excellent written and oral communication skills. 	
Language <ul style="list-style-type: none"> Advanced level of English and Vietnamese 	
Attitude <ul style="list-style-type: none"> Independent and decisive Integrity and supportive Open for learning and solutions Team work as well as leadership Result oriented and Accountable 	Adherence to <ul style="list-style-type: none"> Human Rights Based Approach Theory of Change Poverty and injustice eradication Gender equality

Approved & Signed

Agreed & Signed

**Women's Rights and Public Services
Programme Director**
Date

Employee
Date

Verified & Signed

Approved & Signed

Operations Director
Date

Executive Director
Date