

## **POSITION DESCRIPTION**

POSITION TITLE: Country Coordinator, Vietnam  
LOCATION: Ho Chi Minh City, Vietnam  
UNIT: Human Rights, Education, and Empowerment  
REPORTS TO: Project Director, Protective Action in the Lower Mekong Activity

### **POSITION SUMMARY:**

Winrock is seeking a Country Coordinator for Vietnam to lead activities in Vietnam for a regional project focused on providing protection services to survivors of cyber scamming centers. This proposed four-year U.S. Department of State-funded project will include an office in Ho Chi Minh City, Vietnam, and will serve Cambodia, Thailand, Laos, and Vietnam. The overarching goal of the proposed project will be to increase access and availability to protection services for scam center trafficking survivors (SCS). The project will work directly with shelters and service providers to scale-up and expand trauma-informed care for SCS in Cambodia, Thailand, Laos, and Vietnam.

### **ESSENTIAL RESPONSIBILITIES:**

The Country Coordinator is responsible for conceptualization and implementation of country-level activities and working collaboratively with the regional team, implementing partners, and local government as needed, to achieve project objectives in the country. They will maintain systems for national project operations; establish and manage working relationships with project stakeholders (including high-level government officials, international and national NGOs, private sector partners); carry out distinct activities, maintain robust monitoring and evaluation processes, and oversee relevant grantees and consultants. This may include, but is not limited to the following:

- Establish and maintain systems for project operation.
- Lead country-level annual project planning.
- Broker strategic partnerships to achieve maximum project impact.
- Oversee national-level monitoring and evaluation of project implementation and deliverables.
- Provide technical and strategic support to identify gaps in protection efforts and develop stakeholders' (including host country government agency officials) capacity to provide protection services to SCS at national and local levels.
- Collaborate with country coordinators in the region to ensure that protection services are being strengthened at the regional level and that referrals are happening between countries when SCS are repatriated.

- Seek new partnerships with organizations providing protection services for SCS and/or combatting trafficking regionally or locally.
- Engage with local survivor groups and CSOs to improve support for survivors.
- Provide regular and timely reporting and communications on project progress and successes.
- Mainstream gender equality and social inclusion recommendations during planning, implementation and monitoring.
- Coordinate national-level efforts with the regional Project Director to enhance regional cooperation on protection services and referrals.
- Other duties as assigned.

### **QUALIFICATIONS AND BACKGROUND:**

Successful candidates will have experience engaging with vulnerable groups, technical leadership and management skills, as well as relevant experience implementing programs in relevant technical areas.

#### **Education:**

Bachelor's degree required, in international development, management, social science, education, economic development, law, public policy or other related field of study. Certification, training, or experience in migration, gender issues, organizational development, or policy analysis would be an asset.

#### **Work Experience:**

- Minimum six years of relevant professional experience in a management position in a program of similar magnitude and complexity
- Demonstrated success in designing, managing, and implementing technical assistance projects
- Experience managing projects providing services to survivors of trafficking or other vulnerable populations strongly preferred
- Demonstrated knowledge in social inclusion and gender issues, and demonstrated experience and proficiency in managing programs that mainstream these issues.

#### **Skills:**

- Demonstrated effective interpersonal skills, creative problem solving, conflict, and ethical management skills.
- Excellent written and oral communication skills in English and Vietnamese.
- Proven staff management and partner oversight skills.
- Demonstrated drafting and report writing skills.
- Computer literate in word processing, spreadsheet, and presentation software (Microsoft).

Please submit your application to Winrock's job application board: [https://winrock.org/join-us/careers/job-openings/?gh\\_jid=6896913002&gh\\_src=b4bd7fec2us](https://winrock.org/join-us/careers/job-openings/?gh_jid=6896913002&gh_src=b4bd7fec2us)