



JOB DESCRIPTION

Position	Program Coordinator
Team	Safe and Sound Dien Bien
Status	Full time with flexible hours
Location	Dien Bien Phu city with regular travel to Dien Bien districts
Last updated	July 2024

Job Purpose

Support and lead a pioneering team and partners to end human trafficking and build resilient communities.

Job Context

Blue Dragon Children's Foundation is on a mission to end human trafficking. We believe that every child deserves exceptional care and a chance to thrive. Blue Dragon kids are street kids, children with disabilities, and young people who have been trafficked. After rescuing children from danger and slavery, we reunite them with their family and provide all the services needed for recovery and growth while advocating for improvements to policy and law.

Safe and Sound is an anti-trafficking program operating in Dien Bien province. Safe and Sound aims to end human trafficking and exploitation by implementing comprehensive services and advocating for systemic change in Dien Bien. We work together with Dien Bien government partners, schools and communities to strengthen local responses to trafficking and child exploitation; improve livelihoods and assist Dien Bien people address the causes of trafficking in their area. The program seeks to influence local and national policy on human trafficking and child rights by sharing our experience and insight with the government.

Blue Dragon is a child-safe organisation, committed to the protection and exceptional care of children. We require all staff and volunteers to agree to and abide by our Child and Young adult protection Code of Conduct.

We offer equal employment opportunities to all qualified persons without discrimination or harassment. We will make any necessary job accommodation for persons with disabilities or special needs.

Key Objectives

- Uphold Blue Dragon's mission and values
- Ensure all children and young adults in Dien Bien program are protected and safeguarded from abuse and human trafficking.
- Provide excellent coordination and support to ensure all children in SAS Dien Bien receive exceptional care and long term holistic support to reach their full potential.
- Improve the resilience of communities in Dien Bien to human trafficking and child exploitation.
- Contribute to building and maintaining effective and collaborative partnerships with Dien Bien partners.
- Provide excellent coordination and administrative support to ensure SAS Dien Bien is implemented as per Blue Dragon's policies and procedures.

Main responsibilities

Position responsibilities will be negotiated with SAS Program Manager and other team members, but are expected to include:

Program administration

- Provide financial oversight for activities of schools and community-based youth groups.
- Track and monitor expenditure of assigned grants and prepare grant reports for donors.
- Support for team members with the daily program expenditure and financial tracking.
- Prepare program monthly report and support for accountant officer to prepare monthly financial report..
- Develop and support all team members to build their skills in financial management and reporting to ensure they can implement Blue Dragon's financial into their daily work.

Government Partnerships

- Develop and maintain excellent working relationships with local government partners, including the district Project Management Units (PMU).
- Support District PMUs to develop their annual work plans, budgeting and implementation of these.
- In collaboration with the Head of PMU's to coordinate the implementation of activities, prepare reports, implementation and evaluation or review of activities.
- Provide technical assistance and build capacity of local partners to be able to achieve the goals of the program.

- Be a central point of communication/coordination with relevant District government agencies.

Strengthening services and partner network

- Support and collaborate with relevant local authorities, non-government organisations and private sector agencies to strengthen their roles and practices in anti-human trafficking and anti-child exploitation.
- Work closely with Dien Bien DOLISA and relevant specialized agencies to develop the network of facilitators who are able to provide 'Training of Trainers'.
- Strengthen the network of services and partners in northern Vietnam and Hanoi to support the development of program activities including training, employment, early warning systems

Community Development

- Coordinate, facilitate and support community-led initiatives against human trafficking and child exploitation.
- Facilitate and support parent groups and communities to increase their understanding and skills of child protection, development of the child and parenting.
- Collaborate with schools to co-ordinate Youth Groups in schools for Career Preparation and Life skills in schools.
- Collaborate with schools to provide periodical workshops and meetings on anti-human trafficking, life skills and careers for students and encourage these groups to implement child led activities.
- Collaborate with Colleges, Vocational Schools, High Schools and the Career Department Coordinator to organize Career Preparation activities for young people.
- Support co-ordination of construction projects in the community.
- Support for Program Manager to ensure the maintenance and sustainability of the operation of Anti-human trafficking Board (ATB) in Tuan Giao, Dien Bien Dong, Muong Ang and other districts.

Case Management

- In collaboration with partners and communities, identify children in Dien Bien who have been trafficked or are at risk of trafficking.
- In collaboration with the Senior Social Workers and other experts to provide support and supervision to the team with initial assessments, developing support plans, monitoring cases, review cases and close cases.
- Work with SAS district Leader to support Community-based case management (CBCM).

- Support program officers and volunteers to provide exceptional care and comprehensive case management support to children and young adults who may be at risk, or survivors of human trafficking and exploitation.
- Carry a caseload of special cases as required and oversee complex cases.
- Develop and maintain the case management system, database and case management tools for the team to use in their daily work.
- Maintain excellent communication and information sharing about cases with the team.

Monitoring and evaluation

- Conduct regular field trips to monitor program works.
- Maintain and update program progress to the database.
- Support Program Manager with program monitoring and evaluations.
- Collect, enter and analyse data as required, in collaboration with other program staff.

Staff development

- Provide support to team members, to develop necessary skills when working with survivors, children and young adults, who need the special support.
- Manage associates and build up associates' capacity in working with program beneficiaries and communities.
- Strengthen the solidarity and diversity of the SAS Dien Bien team, from which each member can develop and express their leadership ability, strengths, diversity and collaboration.
- Be a part of Blue Dragon's TOT team and play a critical role in sharing Blue Dragon's expertise with partners and communities in the province as well as in other provinces as required.

Support

The Program Coordinator is supported by the SAS Dien Bien Program Manager and works collaboratively with the SAS Dien Bien team, all of Blue Dragon and external partners.

The Program Coordinator supports the SAS Dien Bien District Leaders, program officers and associates.

Key selection criteria

- Relevant qualifications, training or equivalent experience in social work, community development, international development or related field
- Demonstrated skills and experience in working with ethnic minority children and families.
- Demonstrated understanding and applied practice of Child Protection and Safeguarding.

- Demonstrated experience in program administration.
- Demonstrated experience working closely with government partners.
- Experience in building the capacity of others.
- General knowledge in culture of local ethnic minority communities in Dien Bien.
- Able to work independently and as a member of the team.
- Ability to develop as a servant leader
- Ability to work extremely flexible hours including out of hours and weekend work
- Ability to travel regularly
- Demonstrated commitment to Blue Dragon values
- Proactive to learn and develop
- Excellent skills in Microsoft office
- Excellent English communication skills

Desirable by not essential

- Fluency in spoken Thai or Hmong languages
- Experience in managing/working on projects with institutional funding