



## ROLE PROFILE

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|-----------------|--|-----------------|------------|
| Title           | <b>Project Coordinator -<br/>Climate Resilient Agriculture for Women Economic<br/>Empowerment in Quang Binh province</b> |                 |            |
| Functional Area | Program Impact and Partnership Department  |                 |            |
| Reports to      | <b>Provincial Partnership Manager</b>  |                 |            |
| Location        | <b>Program Unit in Quang<br/>Binh</b>  | Travel required | <b>Yes</b> |
| Effective Date  | <b>March 2025 to March<br/>2027</b>  | Grade           | <b>D1</b>  |

## ROLE PURPOSE

Plan International is a development and humanitarian organisation that works together with children, young people, supporters and partners to strive for a just world, where we are all equal.

We actively unite children, communities and other people who share our mission to make positive lasting changes in children’s and young people’s lives. We support children to gain the skills, knowledge and confidence they need to claim their rights to a fulfilling life, today and in the future. We place a specific focus on girls and women, who are most often left behind.

We have been building powerful partnerships for children for more than 75 years, and are now active in over 80 countries.

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

PIV is currently implementing the 3-year project named “Climate Resilient Agriculture for Women Economic Empowerment in Quang Binh province” – supported by KOICA with tentative starting date from March 1<sup>st</sup> 2024 to March 31<sup>st</sup> 2027. The project will be implemented in 2 districts in the Quang Binh province.

This position is accountable for the management and implementation of the project in Quang Binh province to achieve the project’s objectives and targets, contributing to the ambition of Plan International Vietnam so 2 million girls in Vietnam will learn, lead, decide and thrive.

## DIMENSIONS OF THE ROLE

The Project Coordinator, under the supervision of the Provincial Partnership Manager, will be responsible to manage and deliver the project’s activities in accordance with the approved work plan and donor’s compliance in assigned Quang Binh province.

## ACCOUNTABILITIES

**Specific responsibilities and accountabilities include the following:**

**Project management:** fully responsible for managing the project planning and implementation, monitoring and evaluation and reporting in the assigned location that meet

project's expected outcomes/outputs in line with approved workplan and donor's compliance as well as assuring quality standards are met, including progress towards predefined results and milestones and results contribute to program and organisation's objectives

**Project financial management:**

- Develop and implement workplan to ensure activities and budget spending in line with the project progress
- Work closely with project financial staff for the project financial management compliance with donor, PIV and government requirements including spending at partners

**Partnership and networking:**

- Establish, develop and build relationship with partners, technical networking within the project theme
- Maintain an open and accountability liaison mechanism with partners at different levels to ensure the timely information exchange and solutions for any issue emerged during the project implementation.
- Represent of PIV to participate in meetings, network, workshop which are required/called by the donor, partners, networking
- Work closely with Quang Binh Program Unit team to have team members support for project implementation in their assigned locations.
- Ensure technical supports and work mechanism from PIV Country Office teams are integrated into actions to implement in the project

**Monitoring, evaluation and reporting:**

- Responsible for preparation and submission of program narrative, financial and M&E reports following donor's and organization's reporting schedule, ensuring the quality of those reports.
- Ensure quality project activity implementation with focus on developing and implementing M&E plan and reporting that meet project's expected outcomes/outputs.
- Responsible for communication and reporting to government authorities during the time of project implementation as required

**Donor servicing:**

- Work closely with Project Manager (from National Office) to ensure all donor's requirements are updated and communicated in timely manners
- Support and coordinate donor/guest visits.
- Provide translation and interpretation when required.

**Others:**

- Communicate and contribute to innovation in program implementation, pro-actively propose solutions to challenges

## **KEY RELATIONSHIPS**

**Internal:**

- Business Development Unit
- Communication and Influencing Department
- Finance and Operation Department
- Program Quality and Development Department

- Provincial Partnership Manager
- Program Manager from KNO

**External:**

- Project Local Partners in Quang Binh province
- Children, adolescent, youth, and communities
- KOICA QB21 Project Management Unit (PMU) and Project Management Consultants (PMC)
- UN, INGOs
- Mass media
- Others when being required.

## **TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE**

**Essential**

- University graduate or equivalent in relevant field
- Minimum of five years experience working in community development projects/ Economic Empowerment, or CCA projects
- Demonstrated record of experience in project implementation and monitoring
- Experience in working with partners at district and commune levels
- Experience of working with communities and in partnership with different stakeholders and Plan International system/structure.
- Competence in English (good speaking and writing skills)
- Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills
- Knowledge on poverty reduction, disaster management policies, climate change adaptation strategies and programs in Vietnam
- Knowledge on community development
- Good organizational and administrative skills
- Good interpersonal, influencing, negotiation skills
- Ability to work as a team

**Desirable**

- Experience in Climate Resilient Agriculture;
- Experience in resilience approach.
- Experience in working with Government agencies and international/national organizations at various level,
- Experience of program/project planning, monitoring, evaluating and research
- Experience in coaching, training, and facilitation, working with children and communities and managing child-related programmers and projects would be considered an advantage

## **PLAN INTERNATIONAL'S VALUES IN PRACTICE**

(Please refer to Plan International's value for more details)

- We are open and accountable
- We strive for lasting impact
- We work well together
- We are inclusive and empowering

## **PHYSICAL ENVIRONMENT**

- Working location: Quang Binh province
- Travel requirements: Yes
- Working with ethnic minority people and children.

## **LEVEL OF CONTACT WITH CHILDREN**

Mid contact: Occasional interaction with children