

[Job Description](#_top" \o " The job description provides a set of responsibilities for candidates, new employees, and managers to ensure agreement and understanding of the expectations for a specific role. It allows candidates to asses if they are suitable for an open position and provides a guide for recruiters to screen candidates and streamline the recruitment process.After a candidate is selected and on-boarded, the job description can be used as a guide for setting goals and targets when determining annual performance objectives. It can also assist in formulating training and development plans. )

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| **JOB INFORMATION** | | | |
| Job Title | Project Officer – WASTE NO WASTE Project | Line Manager Title | Overall: Ngo Quyen Area Program Manager  Technically: Livelihood Technical Program Manager |
| Grade Level | 13 | Department/Office | Ngo Quyen Area Program, Hai Phong City |

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| **[CONTEXT](#JOB_PURPOSE" \o "The job purpose should state the reason the position exists, its objective, and the degree of supervision needed. Typically, one or two concise sentences capture the main purpose of the job.Example: Under general supervision, this role will develop and deliver on key finance initiatives in order to etc… All components of the job description should be written in a manner that a layperson can understand, with all acronyms spelled out the first time they are used within the description.)** | | | | | | | |
| World Vision is a Christian relief, development and advocacy organization working to improve the quality of life of people, especially children who are marginalized and living in poverty. World Vision helps all who are in need, regardless of their religion, race, ethnicity or gender. As a child-focused organization, WV’s work focuses on children, ensuring they are protected and their basic needs are met. World Vision Vietnam (WVV) has been funded from 13 support countries in Europe, Asia, the Americas and Australia. Funding of WVV consists of sponsorship program funding (70%) and Private Non-Sponsorship (PNS)/grants (30%). WVV employs about 430 staff, of which 93% are Vietnamese nationals.  WVV is operating in 4 zones: North 1 (Hoa Binh, Dien Bien), North 2 (Yen Bai, Tuyen Quang, Hai Phong), Central (Thanh Hoa, Quang Tri and Da Nang) and South (Quang Nam, Quang Ngai, Binh Thuan, Ho Chi Minh, DakNong). WVV’s Area Program (AP) usually focuses within one administrative district of a province which populated by ethnic minority people with high rates of poverty. A uniqueness of WVV’s Development Program Approach (DPA) is that AP team members are based at district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Beside the APs, WVV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.  Similar many other urban areas in Vietnam, the treatment and management of plastic waste in Hai Phong city faces many difficulties, mainly due to people's awareness that garbage classification has not been done at the source; the waste collection infrastructure system and treatment technology have not met the requirements. Plastic waste is treated in four ways: burning at a temperature below 1000°C; partial recycling; landfill and indiscriminately disposed of into the environment. The above treatment methods all pollute the soil, water and air environment, affecting human health. Furthermore, children and adults’ knowledge and practices on solid waste, especially plastic pollution to marine are still limited; ii) Joint efforts to address marine debris as well as translating national policy into practice in the local is still quite low connected. In addition, there are many open markets in Ngo Quyen district and big fishing port in Cat Hai coastal district that is big source of waste disposal. The waste classification would be applied effectively here to contribute marine debris management.  WVV in partnership with Department of Natural Resources and Environment of Ngo Quyen District and Cat Hai coastal District jointly propose a project on Marine Debris Clean-up which aims to enable key actors in Ngo Quyen district to effectively manage marine debris by enhancing partnership in Marine Debris clean-up and improving marine debris clean-up knowledge and practice.  WVI Vietnam implement Waste No Waste project during October 2022 to September 2023 with total budget of 150,000 USD. The project aims to enable key actors in Ngo Quyen district and Cat Hai coastal district to effectively manage marine debris through inclusion of vulnerable groups through (1) Strengthened management debris in Ngo Quyen district and Cat Hai coastal district and (2) Improved practices of 3Rs (reduce, reuse, recycle) for local community and marine households. | | | | | | | |
| **[JOB PURPOSE](#JOB_PURPOSE" \o "The job purpose should state the reason the position exists, its objective, and the degree of supervision needed. Typically, one or two concise sentences capture the main purpose of the job.Example: Under general supervision, this role will develop and deliver on key finance initiatives in order to etc… All components of the job description should be written in a manner that a layperson can understand, with all acronyms spelled out the first time they are used within the description.)** | | | | | | | |
| -To improve the natural resource management by community and therefore increase income for poor households that contribute to child wellbeing  -To carry out project activities in accordance with the work plan and budget plan approved by the donor with a view to the ownership of Department of Natural Resources and Environment of Ngo Quyen District and Cat Hai coastal District and government when the project ends. | | | | | | | |
| **[MAJOR RESPONSIBILITIES](#MAJOR_RESPONSIBILITES" \o " This is the foundation of the job description. It conveys the complexity, scope and level of responsibility of the job. As such, it is important to describe the duties and responsibilities as accurately, concisely and completely as possible.    There are three sections in which to document. They are broken up into percent of time, activity and end results.  When developing this section group the responsibility into 3 to 5 buckets that capture the main components of the role. It is helpful to divide the tasks and/or responsibility into daily, weekly, monthly, quarterly or annual to aid in understanding the amount of time each area of responsibility will take. Each main responsibility should include related tasks in the delivery of each responsibility.  Next, list the expectation of how each responsibility will be carried out under End Results. End results should be measurable, and time bound and written in a manner that can inform the development of annual performance objectives.  All components of the job description should be written in a manner that a layperson can understand, with all acronyms spelled out the first time they are used within the description.)** | | | | | | | |
| % of time | Activity | | | End Results | | | |
| 15% | Designing and Planning | | | * Appropriate intervention for target population in the impact area is designed * Inputs for intervention strategy are made through developing research, designing data collection tools, carrying out research in the field, analysing data, and presenting finding to relevant audiences;   - Planning sessions are carried out with government counterparts and community ensuring the sustainability of the project; | | | |
| 50% | Project Activities Implementation, Monitoring and Reporting | | | * Project activities are implemented, monitored and evaluated with project partners as per plan to ensure the project’s progress and note the effect of the project activities in the community; * Community project ownership is facilitated by conducting community participation activities to ensure that the resources of the project will create direct benefit to community members, specially towards to the poor; * Project’s progress is kept track and information is updated in liaison and collaboration with project partners. Monthly, quarterly and annual project reports on the progress of the project are prepared and information is shared with the AP manager, North 2– Livelihood technical program officer and District PMBs. * Project activities are integrated with Ngo Quyen Area Program   - Follow strictly WVV and Donor finance procedures and guidelines. Ensure appropriate expenditures/utilization, transparency and integrity of all expenses. | | | |
| 25% | Relationship and Collaboration | | | * Project partners are able to maximize their resources for project achievements; solutions for improving project quality is discussed transparently, timely toward mutual agreement through effective partnerships with relevant agencies of Ngo Quyen district and Cat Hai coastal district. * Integration between project activities and AP interventions are well performed by good collaboration with other AP staffs for supportiveness and openness * Technical inputs from relevant technical program officer/specialist/manager were provided timely and sufficiently through a continued and constructive cooperation with WVV technical programs and relevant departments. | | | |
| 5% | Documentation | | | * Most Significant Change Stories, Lessons Learnt of every step are well written to share with all stakeholders. * Project documentation film will be produced for scaling up purpose | | | |
| 5% | Other tasks assigned by the manager to the team performance | | | - Work in a team environment   * Participate in new project concept note development | | | |
| **[KNOWLEDGE/QUALIFICATIONS FOR THE ROLE](#KNOWLEDGE_QUALIFICATIONS" \o " Knowledge skills and abilities allow the recruiter and the candidate to understand what experience is required in order to be successful in the role. It should be listed as the minimum amount of education and experience required.  Knowledge: The level of education, experience and training an individual must have at minimum to be considered qualified for the position. Skills: The proficient manual, verbal, or mental manipulation of data or things.  Specific skills such as ability to create, manipulate and utilize spreadsheets, word processing programs, or proficiency in a second language. Abilities:  The competence to perform an observable behavior or a behavior that results in an observable product, e.g., organize or plan work or coach and mentor others. )** | | | | | | | |
| Required Professional Experience | | At least 2 years of relevant experiences in working with community development project or/and for a similar INGO-funded development project | | | | | |
| Required Education,  training, license,  registration, and  certification | | - Bachelor degree in social science or related fields  - Motorbike driving licence | | | | | |
| Preferred Knowledge  and Qualifications | | -Conceptual understanding of and commitment to development work in general and to Christian, child-focused, community empowered development concepts, approaches and processes in particular;  -Partnering- cooperation skills with different partners  -Demonstrated training and group facilitation skills;  -Good time management and organizational skills;  -Good interpersonal and communications skills;  -Good computer skills in Word, Excel, Power point and email;  -Documentation skills: story collection, meeting minute taking, photography. | | | | | |
| Travel and/or  Work Environment  Requirement | | 50% | Physical  Requirements | | Good health | Language  Requirements | Vietnamese: Fluent  English: Fluent in reporting writing skill |

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| **[KEY WORKING RELATIONSHIPS](#KEY_WORKING_RELATIONSHIPS" \o "Each job will typically have multiple working relationships. In this section, please define the key contacts with whom the incumbent will be required to interact, in order to be successful in the job. Please consider internal contacts outside the immediate department, as well as external contacts.When describing the reason for the contact, describe the interaction in terms of sharing key or complex information, providing business solutions and/or recommendations, or influencing external partners to share in WVI’s vision and mission. )** | | |
| Contact (within WV or outside WV) | Reason for contact | Frequency of contact |
| AP Manager | To get overall guidance and approval | Daily |
| Finance Officer | Financial issues | Daily |
| AP Development Facilitator | Sharing/learning; events co-organization | Weekly |
| Technical program officer (livelihood, CP, PEU) | Technical support | Monthly |
| District partners  Training Providers | Project Operation including Assessment, Design, Implementation, Monitoring and Evaluation. | Daily |
| Suppliers & Consultants | Purchases, Training/Capacity Building | Monthly |
| **[DECISION MAKING](#DECISION_MAKING" \o "In this section please include information that describes the role's authority to act, approve, or make decisions. Please think about the responsibilities of the role in terms of: Supervision of work – Is the WHAT and the HOW clearly prescribed and reviewed. Directed Work – The WHAT is prescribed but the HOW is only prescribed at the level of policies and general rules or precedents. Guided Work – The WHAT is prescribed only in very general terms and the HOW is not prescribed at all, although it would be subject to the general limitations of the organizations’ business and way of doing business.  )** | | |
| As per the level of authorities of WV Vietnam  -Deliver effectively project activities  -Consult Ngo Quyen AP Manager for occurred issues during project implementation | | |

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| **CORE COMPETENCIES** – For all positions, select the top 3 prioritized competencies from below. Click [here](https://careers.wvi.org/uploads/CoreCompetencies%20Pocket%20Guide%20for%20Website.pdf) for a quick overview of our Core Competencies. | | | |
| Be Safe and Resilient  Deliver Results | Build Relationships  Be Accountable | Learn and Develop  Improve and Innovate | Partner and Collaborate  Embrace Change |
| For Management positions only, select the top 2 prioritized competencies from below. | | | |
| Model Self-Management | Engage, Influence, Lead  and Grow Others | Run an Effective  and Agile Organisation | Develop the Organisation  for the Future |

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| **APPROVALS** | |
| Line Manager: | Approval Date: Click or tap to enter a date. |
| Matrix Manager: | Approval Date: Click or tap to enter a date. |
| Department Heads: | Approval Date: Click or tap to enter a date. |
| P&C Director: | Approval Date: Click or tap to enter a date. |