**WORLD VISION VIETNAM**

**JOB DESCRIPTION**

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| KEY POSITION INFORMATION | | | |
| Job Title | WVV Special Project Manager | **Hay GL** | 13 |
| Reports To | Zonal Manager | | |
| **Department/Group** | Field Operations | Location | Ham Thuan Bac, Binh Thuan |

**WORK CONTEXT / BACKGROUND:**

World Vision is a Christian relief and development organization working to create lasting change in the lives of children, families and communities living in poverty. World Vision serves all people regardless of 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. WVV has been funded from 14 support countries in Europe, Asia, the Americas and Australia. Funding of WVV consists of sponsorship program funding (70%) and PNS/grants (30%). WVV employs about 430 staff, of which 99% are Vietnamese nationals.

Currently, World Vision Vietnam is operating in 5 zones: North 1 (Hoa Binh and Dien Bien), North 2 (Yen Bai – Tuyen Quang), North 3 (Thanh Hoa, Hai Phong), Centre (Quang Tri, Quang Nam – Danang) and South (Quang Ngai, Binh Thuan, Ho Chi Minh, DakNong). WVV’s 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 Area Program (AP) 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.

Southeast Asia is one of the most at-risk sub-regions globally regarding natural and climate-related hazards. COVID-19 and its secondary effects compound these risks, incl. the economic impact caused by the need for stringent public health measures. Although women are one of the most affected population in disasters, their voices in decision-making results in issues important are not often being prioritised in Disaster preparedness policies. Moreover, considering specific gender, age, and disability needs, evidence indicating violence against children and Gender-based Violence (GBV) tends to increase amongst disaster-affected and marginalised groups in hard-to-achieve and conflict contexts.

From Oct 2021, World Vision will commence a project name "Enhancing inclusive and gender-responsive forecast-based early action (FBEA) for effective disaster preparedness in Vietnam and at regional level" which aims at strengthening awareness, capacity and resilience of local communities and actors, and engaging them in policy dialogue through evidence-based advocacy. This is a project co-implemented by CARE International, Plan International and World Vision International in Vietnam (WVIV) for 18 months (from 1 July, 2021 until December 2022). The project is funded by European Civil Protection and Humanitarian Aid Operations.

**PURPOSE OF POSITION:**

The position is responsible for implementing and managing the grant project “Enhancing inclusive and gender-responsive forecast-based early action (FBEA) for effective disaster preparedness in Vietnam and at regional level" in Ham Thuan Bac District, Binh Thuan Province, with the aims mentioned above.

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| **ROLE DIMENSION / DESCRIPTION** | **End Results Expected** | **Time Spent** |
| Leadership and people management | * Provide overall leadership to the project team, including spiritual leadership * Work with PnC department to recruit and provide orientation for new staff * Supervise, coach, mentor, provide adequate feedback to project staff to ensure their high performance toward the shared goals * Identify and address development needs of project staff to ensure that they are well equipped with core and job-specific competencies to carry out quality work * Identify and address staffing issues in a timely and professional manner, in working with PnC department * Promote ongoing reflection and learning culture among project staff | 10% |
| Project Implementation, Management and Reporting | * Responsible for implementation of all activities in the Project in partnership with partners including other NGOs Consortium partners (CARE and Plan International). * Ensure project team follow strictly with project compliances. * Provide clear orientation on the project for project stakeholders * Prepare detailed quarterly Plans of Action & Budget with the participation from local partners and community and with support from supervisor. * Lead the project team to achieve all the set targets in the M&E framework. * Ensure the project implementation at least 95% at the end of the project. * Work closely with consortium partners, especially in joint workshops or relevant activities. * Work with consultants, consultant services to implement project's activities as framework. * Produce a quality result that meet the standard required by donor (as described in Proposal). * Interim and final reports (financial and narrative) are completed and submitted in a timely manner to supervisors and Support Office. * Project budget is well managed in full compliance with WV’s and the donor’s policies | 60% |
| Project Monitoring & Evaluation | * Follow and update the project M&E system and use data for programming and decision making * Conduct Baseline survey and end of project evaluation * Work with consortium partners and local partners to ensure effective regular monitoring and reflection of the project activities | 15% |
| Partnering | * Liaise with and strengthen relationships with local partners at district and provincial levels, consortium partners, FAO, Red Cross of Germany and the private sector in project implementation * Ensure the active participation and contribution of district and provincial related partners to project goal especially, Department of Agriculture and Rural Development (DARD)/Committee for Natural Disaster Prevention & Control (CNDPC); Department of Natural Resources and Environment/Hydro-Met Services; Red Cross, Women’s Union, Department of Labour, Invalids & Social Affairs (DOLISA), Disable People’s Organizations (DPOs); and Vietnam Disaster Management Authority, IMHEN at national level. | 15% |

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| **No. Direct Report:** | 2 | Positions Supervised: | Project Assistant  Project Bookkeeper |
| **Other working Relationships** | HEA/DRR manager and HEA-DRR Specialist (for advice and support) | | |
| **Financial Authority** | According to the level of authority | | |
| Total Project Budget | Up to US$173,000 | | |
| Decision Making Authority | Within WVV Policies and Guidelines | | |

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| **Important Functional Relationships:** | | |
| **Contacts** | **Reason for Contact** | **Frequency of Contact**  **(Daily, Weekly, Monthly)** |
| Zonal Manager | Overall guidance and approval on program operation | Daily |
| HEA/DRR Manager/ DRR Specialist | Technical guidance/support DRR, Forecast-based financing/forecast-based early action | Upon request |
| PEU Manager/ Specialist | Technical guidance/support for related surveys/evaluation | Upon request |
| Communication | Technical guidance/support for communication products | Upon request |
| Implementing partners at province and district level | To implement and monitor project activities | Daily |
| Finance Department | Financial Management Policies, Procedure and Reports. | Monthly |
| People and Culture Department | Staffing and Recruitment; Employment and Separation; Compensation and Benefits; Staff Care; Training and Development; Performance Management; Grievances and Reconciliation; Corrective and Disciplinary Action | Upon request |
| WVV support departments of Program Quality and Resource Development, IT, Admin and Procurement | Seek support related to technical issues, project management system and procedures, staffing issues | As required |
| Donors | Project funding and report; Project visits; Project evaluation | As required |
| NGO working groups, relevant Government agencies. UN, and other NGOs etc | Networking, best practice sharing, events co-organization; | As required |

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| **Major Challenges:** | | | |
| **Challenge** | | **Possible Approaches/Solutions** | |
| * Diverse local partners in different level (district, commune) | | * Support by zonal manager and other related departments/units | |
| * Grant compliance | | * Project manager provides training on donor requirements * Regular monitoring and financial review | |
| * New to WVV’s procedures and systems | | * Orientation of WVV’s policies and coaching on the job * Regular monitoring | |
| Knowledge, Skills, Abilities: | | | |
| Education | * Bachelor degree in environmental science, rural development and agriculture or other related disciplines (community development, social work), Further specialization on climate change adaptation and /or disaster risk reduction are desired. * Master degree in similar fields | | * Essential * Preferred |
| **Knowledge & Skills** | * Conceptual understanding of and commitment to development work, especially Christian, Gender Responsive, Gender and protection Mainstreaming, * Good knowledge on Disaster Risk Management including disaster risk reduction, climate change adaptation, forecast-based financing/Forecast-based early action, especially Community-based Disaster Risk Management (CBDRM) and disaster risk management structure and system in Vietnam Basic knowledge and understanding of key aspects of humanitarian and development work, child protection, and advocacy in development programming. * Demonstrated leadership skills, including leading, building, and supporting a team with diverse roles and capacities. * Skills in facilitation of development processes, including organisation and mobilisation of communities and networking among different development partners. * Demonstrated capacity in program management, with conceptual understanding and required competency in DME functions. * Strong interpersonal skills and well-developed written and oral communications skills in Vietnamese and English, especially report writing skills. * Solid computer skills in Word, Excel, PowerPoint and email. | | * Essential * Essential * Essential * Essential * Essential * Essential * Essential |
| **Experience** | * At least 5 years proven experience of managing development program/projects related to disaster risk reduction, climate change adaptation, integration of climate in rural development and related domains. * Experience in forecast-based financing/Forecast-based early action projects/programs would be an advantage. * Experience in program implementation, community mobilization and participatory approach would be an advantage. * Experience in capacity building for local stakeholders/partners. * Experience in managing and supervising staff | | * Essential * Essential * Essential * Essential |
| **Work Environment** | Work with consortium partners and various stakeholders: FAO, Red Cross of Germany, Vietnam Disaster Management Authority; IMHEN; local partners at different levels (Binh Thuan People Committee, Ham Thuan Bac People Committee, Red Cross, ... .) networks, mass media, researchers/experts, private businesses | | |
| **Core Competencies:** | **Model Self-Management**  I pay attention to my own well-being and resilience. I remain focused and resourceful through complexity, ambiguity and disruption, and I lead the way for others to do the same. I create an environment where staff members are safe, resilient, and have trusting, authentic relationships. | | |
| **Engage, Influence, Lead and Grow Others**  I practice wise stewardship of those whom I influence and lead. I seek to grow and multiply the impact of individuals, groups and networks. Through timely truth telling with love, I nurture a supportive environment where we can meet challenges and be at our best. | | |
| **Run an Effective and Agile Organisation**  I lead by example in focusing on and achieving the things that matter most. I create unity and trust by doing my part and holding others accountable, so that we can be relied upon to deliver results in an agile and responsive way. | | |
| **Develop the Organization for the Future**  I consistently look outward, and I learn and respond with creativity and innovation to transform the organization for the future. I create an environment where others are empowered to discover new and better ways of doing things. | | |

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| **Prepared by Hiring Manager:** | **Date:** |
| **Reviewed by People and Culture Director:** | **Date:** |
| **Agreed & Accepted by the Job Holder:** | **Date:** |