[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 | Area Program Manager | Line Manager Title | Zonal Programs Manager |
| Grade Level | 15 | Department/Office | Field Operations |

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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. |
| **[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.)**  |
| This position provides overall leadership and management to the area program in accordance with WVV’s strategic directions (e.g. national strategy, Technical Programs (TP)), policies (e.g. Human Resources Manual, Financial policy, Child and Adults Safeguarding policies, etc.…), standards (e.g. technical project models, Program Effectiveness, child sponsorship, Program Accountability Framework, etc.). |
| **[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 |
| 30% | **Leadership and People Management** * Provide overall leadership to the AP team, including organizational values
* Work with People & Culture (P&C) department to recruit and provide orientation for new staff
* Supervise, coach, mentor, provide adequate feedback and support to AP staff to ensure their high performance toward the shared goals
* Identify and address development needs of AP 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 P&C department
* Promote ongoing reflection, learning culture and KAIZEN spirit among AP staff
* Organize the AP office and facilitate a working environment of trust, mutual respect, and care among all staff
 | * High performing, committed and qualified team
* Alignment of the team with WVV’s core values, mindsets and behaviours
* Well-being of team members promoted
* Compliance with WVV’s HR policy
* Potential successor identified and developed
 |
| 50% | **Program Management in assigned District(s)*** Lead the adaptation of TPs following the standard guidelines/ tools and complete all AP level documents (log-frame, Indicator Tracking Table, Monitoring & Evaluation plan, narrative AP Plan)
* Mobilize technical, human, financial resources to implement the program
* Prepare required reports for the AP (monthly, quarterly, semi-annual, annually, etc.)
* Lead AP staff to mainstream Cross Cutting Themes (gender equality and social inclusion, disability, climate change adaption, etc.) into program activities
* Lead the implementation of the Program Information Management System
* Document evidences and disseminate WVV’s project models to external partner for replication, advocacy and funding acquisition purpose
* Manage resources with integrity and stewardship, in compliance with WVV’s financial policies and procedures.
* Coordinate with procurement team for strategic sourcing at AP level
* Collaborate with zonal and national technical team for any advocacy efforts in provincial/city or national level.
* Community Engagement
* Raise awareness of local partners and community on WV’s Christian identity and core values, child focused and community-based development approach
* Lead the AP planning process as well as the annual community review & planning process.
* Promote shared monitoring and integrated reflection with local partners and community to review the progress and identify areas for improvements
* Identify and mobilize community resources for joint advocacy activities at district level
* Lead the documentation of best practices, lessons learnt, Most Significant Change stories and share with external and internal stakeholders for learning and advocacy purpose
* Lead the process of MVC mapping and inclusion in the project activities
* Build effective relationships with support office; provide support office with vital program information, documentation, stories and reports on a timely manner and get them involved in key events/milestones of the program

**Partnership and Networking*** Build effective working relationship with various development partners including PMB and technical departments at commune, district and city levels.
* Network with external stakeholders (NGOs, CSO, local businesses, etc.) and create space for collaboration and partnership toward improved well- being of children, especially the most vulnerable in the designated area.
* Look for and build good connection with corporate sectors to find opportunities for Private non-sponsorship fund in the designated area.

**Sponsorship Integration in Programming*** Lead the process to promote Child Sponsorship as a transformative relationship of children and sponsors, fulfilling donor promise.
* Ensure participation of registered children in program activities as per the Partnership Child Sponsorship Standards.
* Lead the process to ensure Child Sponsorship is included in the AP plans to maximise integration with programme activities and to promote Child Sponsorship contributes to child well-being through two essentials Community-Led Care & Protection and Children’s Participation and Voice within the community.
* Manage quality of child sponsorship operations including periodical Child Monitoring Standards, Sponsorship Operation Index (SOI), MVC inclusion, RC case management, sponsor and RC engagement (correspondence, sponsorship 2.0, sponsor visit) and manage RC portfolio as the RC budget commitment with the SO.
* Lead the process to ensure the child sponsorship risk management plan in place as part of the RBIA.
* Facilitate the process of program approach towards sustainability.

**HEA-DRR*** Support communities and partners to develop and implement community-based disaster preparedness plans and response to climate change, aiming at building household & family resilience.
* Take Disaster Risk Reduction – Response to Climate Change (DRR-RCC) into account when designing, implementation, M&E of AP/Project’s activities to ensure that climate change and disaster risks can be addressed and reduced. He/she is also expected to lead, coordinate with functional departments, join emergency response in the targeted Area Program when needed to ensure humanitarian standards and accountability.
 | * Quarterly burn rate +/-10% and annual burn rate 97-100%
* Targets are met for all indicators as planned
* Core project models and technical programs are implemented as per guidance and with high quality
* Evidence of program impacts available
* Compliance with all WVV’s policies (financial policy, child & adult safeguarding, partnership, procurement, etc.)
* Build good capacity for VDBs, PMB at city/district and commune level.
* LQAS, PQ Self-review reports have good results
* All targets are achieved as planned.
* Effective relationship with Support office

Good relationship and networks with external stakeholders at district, city levelWV’s branding is promoted at different networks/ forums * Sponsorship services and products meet deadlines and requirements
* Improved performance ratings in SOIs
* Data and analysis of Sponsorship Indicators are followed up by TPs for greater CWB impacts
* Sponsorship and child protection reporting done in line with WV standards.

All HEA-DRR interventions are led, implemented and managed well in AP. |
| 15% | **GAM/PNS Acquisition and Management** * Proposal development:
* Participate in proposal development by analysing the context, identifying community needs, facilitating needs assessment, identifying and estimating target beneficiaries disaggregated by multiple aspects (gender, disability, ethnic minority, etc.)
* Engage with local government and local partners such as mass organizations, the private sector on the field during proposal design
* Work with Enterprise Risk Management Senior Officer in risk assessment of the proposed project
* Donor, SO, and partner engagement:
* Ensure donors are engaged in the field through effective field visits and responsive communications
* Engage with Support Offices on PNS opportunities when assigned.
* Establish partnerships with local non-governmental organisations, government entities and the private sector in the implementation of projects.
 | * Essential data/information, analysis, assessment for proposal narrative, budget and workplan development are provided as required.
* All queries from Support Offices are properly responded timely and sufficient.
* Good partnership with stakeholders and governments are built and maintained
 |
| 5% | **Security and Risk Management*** Manage directly the safety and security within the team based on WVV guidelines, through security assessment, planning and management.
* Prepare and update regularly the risk registers for the team
* Identify and mitigate the risks that could impact the achievement of goals of the team
* Perform other duties as assigned by the manager to contribute to the team performance
 | * Safety and security of AP staff and field office
* Incidents are reported timely as per the incident management protocols
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| **[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 8 -10 years’ experience in relief and development work, out of which at least 5 years in management position
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| Required Education,training, license,registration, andcertification | * Bachelor degree in education, public health, community development, social work, business administration or related field
* Master degree in related fields
* Certification in Project Management preferred
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| Preferred Knowledgeand Qualifications | * Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes.
* 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 and financial management.
* Strong interpersonal skills and well-developed written and oral communications skills in Vietnamese and English, especially report writing skills.
* Solid computer and internet skills in Word, Excel, PowerPoint, Outlook, Ms. Team, virtual tool and other system.
* Ability to think critically and reflect.
* Asset skill in Proposal writing or fundraising
 |
| Travel and/orWork EnvironmentRequirement | Be based at district level and travel when needed  | PhysicalRequirements | Satisfactory pre-employment medical report verified by medical doctors from licensed hospitals | LanguageRequirements | Vietnamese: Fully fluentEnglish: Advanced (IELTS 6.5 or equivalent) |

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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 |
| Zonal Program Manager | Overall guidance and approval on program operations.  | Weekly |
| Government Partners (mainly PMB) | Program Operation including Assessment, Design, Implementation, Monitoring and Evaluation. | Weekly |
| Zonal TPOs, PEO, ZSO | Technical support | Monthly |
| GAM/PQRD | Proposal development Grant/PNS Project report as required.  | As needed |
| Functional departments (Finance, P&C, Sponsorship, Procurement…) | Business partnersFunctional requirements  | As needed |
| SO/donors/Sponsors | Sponsors/Donors Visits | As needed |
| Other NGOs/ networks | Co-ordination of activities and plans related to the well-being of children. | As needed |
| **[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 levels of authority of WV Vietnam  |

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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 | [x]  Build Relationships[x]  Be Accountable | [ ]  Learn and Develop[ ]  Improve and Innovate | [ ]  Partner and Collaborate[x]  Embrace Change |
| For Management positions only, select the top 2 prioritized competencies from below. |
| [ ]  Model Self-Management | [x]  Engage, Influence, Leadand Grow Others | [x]  Run an Effectiveand Agile Organisation | [ ]  Develop the Organisationfor 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. |