

[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 | Climate Resilience Specialist | Line Manager Title | HEA/DRR Manager |
| Grade Level | 14 | Department/Office | Program Quality and Resource Development |

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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 (WV) 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 International in Vietnam (WVI Vietnam) has been funded from 13 support countries in Europe, Asia, the Americas and Australia. Funding of WVI Vietnam consists of sponsorship program funding (70%) and Private Non-Sponsorship (PNS)/grants (30%). WVI Vietnam employs about 430 staff, of which 93% are Vietnamese nationals.  WVI Vietnam 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). WVI Vietnam’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 WVI Vietnam’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, WVI Vietnam 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.)** | | | | | | | |
| The purpose of this role is to provide strategic technical support to WVI Vietnam in strengthening Climate Adaptation and Environmental Stewardship with particular emphasis on Environmental degradation and be led in identifying opportunities to influence policy, seek funding and form new partnerships. | | | | | | | |
| **[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 | | |
| 40% | **Provide technical support and build capacity of WVI Vietnam**   * Develop a National Environment and Climate Change action plan that is aligned with Vietnam government commitments. * Actively work with other departments to ensure that they have internal capacity to activate action plans through the building of internal technical understanding and capacity * Drive the evolution and development of impact focused program models to enhance the lives of the most vulnerable children and ensure they and their households are more resilient to economic, conflict and climate shocks through strengthened absorptive, adaptive and transformative capacity. * Utilise and/or refresh mapping of existing Environment and Climate Change Adaptation (CCA) programs and projects, support/guide/mentor technical and operational staff to develop strategic directions and implement programs that are in align with Vietnam government commitment * Build strong strategic alliances with key internal stakeholders within WV’s partnership both regionally and globally on Environment and CCA (e.g. Learning Group). * Develop capacity statements and case studies to contribute to organizational learning and positioning. | | | | * Contextually appropriate integration of Climate Change and Environment in strategies, programs, and operations * WVI Vietnam has access to strategic technical support on climate change that will contribute to increased impact, influence and income * WVI Vietnam has the internal capacity to understand and activate Action Plans | | |
| 20% | **Coordinate country engagement and represent WVI Vietnam as CCA technical expert both internal and with external partners**   * Present and promote WVI Vietnam’s Climate Action & Resilience programs to private and institutional donors. * Be a thought leader to challenge and drive new thinking and action at WVI Vietnam and among local and international stakeholders to identify opportunities to influence policy, seek funding and form new partnerships. * In cooperation with GAM and Operations, identify funding opportunities, at country or multi country level such as the Mekong Delta. * Ensure proper coordination among thematic portfolios for the exchange of information and experience, facilitating Climate Change program learning and synthesis across projects: and encourage and support dissemination of research findings at research and policy forums. | | | | * Funding for climate-related programs and initiatives across WVI Vietnam are increased * High-quality delivery of CCA programs * New designs, as well as generated programme evidence, on Climate change and Environment stewardship within WVI Vietnam demonstrated * Positive influence on donor prioritization of CCA programs | | |
| 20% | **Showcase WVI Vietnam as a thought leader and technical specialist**   * Conduct policy/strategy dialogue with relevant government officials, UN bodies, organizations, media and development partners in Vietnam on strategies to mainstream climate change mitigation and adaptation in WV programming with a special emphasis on climate change impacts on natural resources. * Identify and roll out vulnerability measures for CCA impacts on child wellbeing in alignment with WV’s Our Promise 2030 strategy and WVI Vietnam’s strategy for the period 2023-2027. * Develop position papers to influence donor policies and Vietnam government interventions. | | | | * WVI Vietnam is known as a leading organization in CCA at country level. | | |
| 15% | **Research and Knowledge Management**   * Research and evaluate global and regional promising practices on climate change action. * Ensure technical quality of programmes/projects, policies, practices, and guidance on climate change action. * Provide community-centred training on climate change and adaptation to build the capacity of WVI Vietnam. * Participate in research and analysis that supports relevant technical areas. | | | | * Climate-related research projects are conducted and promising practices on CCA are identified and promoted to build the capacity of WVI Vietnam. | | |
| 5% | **Security**   * Take responsibility for personal security, accurately identify and assess the dangers and respond in the most appropriate way; take all good faith efforts to keep other WVI Vietnam staff and property secure with guidance and instruction as being trained by WVI Vietnam. * Perform other duties as assigned by the manager to contribute to the team performance. | | | |  | | |
| **[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 5- 8 years’ experience in relief and development work * Experience working in developing country/resource-constrained contexts * Experience in a program development/business development function * Experience in livelihoods and economic development with the poor and marginalised | | | | | |
| Required Education,  training, license,  registration, and  certification | | * Master’s degree and/or higher professional qualifications in Forestry, Environment, Climate Change or relevant field | | | | | |
| Preferred Knowledge  and Qualifications | | * Proven track record in securing funding in the field of climate change and adaption, and/or livelihoods. * Demonstrated leadership and management experience in technical sectoral teams * Understanding of resilience building and climate action approaches * Ability to appropriately commission, interpret, and apply research and evaluation activities * Ability to influence strategies and plans of partners; both WV entities and any external partners | | | | | |
| Travel and/or  Work Environment  Requirement | | * Willingness to travel up to 40% of the time | Physical  Requirements | Satisfactory pre-employment medical report verified by medical doctors from licensed hospitals | | Language  Requirements | Vietnamese: Fully Fluent  English: Upper Intermediate  (or IELTS 6.0 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 |
| Senior Leadership Team | Climate Adaptation high level donor engagement support and implementation of Environmental Stewardship Policy in Vietnam | As required |
| HEA/DRR Team | Coordination, Collaboration, Consultation | Weekly, Quarterly or as required |
| Disaster Management Group in Vietnam | Coordination, Consultation | Monthly or as required |
| Program Quality Team | Coordination, Consultation | Monthly or as required |
| GAM and Programmes Team | Donor Engagement, Proposal Writing, Coordination, Collaboration, Consultation | As required |
| Sector Leads (HEA, Livelihoods) | Coordination, Collaboration | As required |
| Other Departments | Coordination, Consultation, Capacity Building | Monthly or as required |
| Global Environmental Stewardship Group | Coordination, Collaboration | Regular meetings |
| International Organizations such as INGOs, UN agencies, | Coordination, Collaboration, Consultation, Capacity Building, Networking | As required |
| Support Offices, Embassies or Donors | Funding, Reporting, Networking, Coordination | As required |
| **[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 WVI 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 | 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. |