

Job Description

JOB INFORMATION

Job Title	Livelihoods Program Officer	Technical	Line Manager Title Matrix line	Zonal Programs Manager Livelihoods Technical Programme Manager
Grade Level	14	Department/Office		Field Operations
		Work Location		Area Program

CONTEXT

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 14 provinces including Hanoi, Dien Bien, Hai Phong, Hung Yen, Quang Tri, Thanh Hoa, Ha Tinh, Quang Binh, Quang Tri, Da Nang, Quang Nam, Quang Ngai, Ho Chi Minh, Dak Nong. 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

- Providing technical support for the adaptation, implementation, monitoring, and reporting of the TP in the assigned zone and being accountable for the technical quality and cross-cutting themes mainstreamed in the TP for all APs in the assigned zone.
- Providing technical expertise and support to improve the capacity of the AP staff and partners in the assigned zone in order to effectively deliver the TP.
- Advocating for the scaling-up of evidence-based project models and multiplying their impact across different APs at the provincial level.
- The Livelihoods TP Officer will report to the Zonal Manager who manages programme operations of all TPs, including Livelihoods, with a dotted-line to the Livelihood Manager to ensure technical and quality management, as per the current structure. The TP Officer will work with the Program Effectiveness Officer at the zonal level for collaboration in M&E.

MAJOR RESPONSIBILITIES

% of time	Activity	End Results
10%	<p>Strategic Direction</p> <ul style="list-style-type: none"> - Provide inputs from the field for development/ review, revision of respective Technical Approach, Technical Program, Area Program (AP) Plans and Project Models in Livelihood - Provide input to TP Manager and Specialists on developing and standardizing Technical Guidelines/Training Materials for the implementation of Project models - Consolidate and analyse the monitoring data to come up with appropriate findings and recommendations to improve the technical quality - Participate in the impact assessment/ operation research of Project Models - Provide inputs to TP – level reports. - Participate in preparing Concept Notes (CN) or proposals in any Private Non-Sponsorship or grants when required. 	<ul style="list-style-type: none"> - Inputs from the field are provided with good quality and in timely manner so as TP and programming guidelines quality are improved and relevant to context with field level information. - Monitoring data are accurately reported and used for programming - Concepts paper, proposals submitted are technically sound and reflect the realities of field-level, community work
40%	<p>Technical Support and Quality Assurance</p> <ul style="list-style-type: none"> - Assist the AP (Including AP manager and DFs) to develop annual POA which relevant to AP plan and in alignment with NO technical approach - Review AP Plans, annual POAs and project models of the designated APs to ensure its alignment with National Strategy and Livelihoods Technical Programs - Provide technical support for AP Coordinator, AP staff in the implementation of TP, addressing and finding solutions to TP issues - Provide regular monitoring, supportive supervision and reflection at the APs in the zone to ensure the quality of the TP's implementation and to ensure the integration with another TP of Child Protection and Participation (CPP) and Health and Nutrition (H&N) - Provide technical support for design, implementation and evaluation of grant/ PNS projects in designated zone - Consolidate, review and validate and analyse data from AP before sending to PE Officer for compiling zone Indicators - Support the AP team to ensure that assessment, monitoring and planning processes have active participation of the parents, community people, children and key project partners. This might include reviewing the process, documents of assessment & planning of the APs in the zone - Review all the annual reports of the APs in the zone and provide feedback for improvement 	<ul style="list-style-type: none"> - AP staff and local partners have timely and sufficient support to implement Livelihoods TP programming effectively - TP implementation meets technical standards. - Intervention of livelihood TP is well served for the goal of CPP and H&N

	<ul style="list-style-type: none"> - Support Technical Specialist and Technical Program Manager to standardize DME tools for baseline, monitoring and evaluation of the TP - Support zonal PEU Officer to introduce standard indicators and tools for baseline, monitoring and evaluation of the TP to the AP staff, so that these tools are disseminated to the local network for their use - Participate in the following key M&E activities scheduled by PEU in the designated zone which should include, data quality audit, spot check AP assessment, AP Design and AP Evaluation - Ensure that national KPIs related to Livelihood are reviewed, updated with accuracy periodically - Provide technical support for procurement and strategic sourcing (materials, consultants) - Manage project activities and budget for provincial level - Provide support to APs in implementation of Community-based Disaster Risk Management (CBDRM) and responding to climate change such as facilitating Community-based Disaster Risk Assessment (CBDRA), Community Disaster Preparedness Plan/Community-based Disaster Risk Reduction Plan (CDPP/CBDRRP) 	
25%	<p>Capacity Building</p> <ul style="list-style-type: none"> - Introduce the technical models to AP staff - Provide technical guidance to district/commune partners on project models - In consultation with TP Manager, Technical Specialist and AP Managers to facilitate capacity building activities including TOT training for AP technical resource persons for contextualization and follow-up - In consultation with Technical Program Manager and Technical Specialist, AP Manager, Communication to document and share the best practices on Livelihood for the purpose of staff learning and development. - Build and enhance capacity for local Rapid Response Teams (RRTs); - Participate in building capacity with/for the National RRT - Be ready for deployment to lead/join emergency responses (when requested) 	<ul style="list-style-type: none"> - AP staff and key partners have the capacity to perform their functions

20%	<p>Advocacy and Networking</p> <ul style="list-style-type: none"> - Build and nurture effective working relationship with technical departments at provincial level - Document and disseminate evidences on the impact/ effectiveness of the relevant project models with the provincial level decision/policy makers for advocacy activities - Work with APs and Zonal Manager to plan and allocate budget for advocacy activities at provincial level - Implement and monitoring the outcomes of advocacy activities at provincial level while ensure the linkage between different levels - Identify and raise emerging issues for advocacy - Identify, document and share learnings, good practices, model from implementation for Technical Program Manager and Technical Specialist for purpose of advocacy and replication. - Represent WVV at relevant forums, meetings, working groups and workshops relating to Livelihood in designated zone. 	<ul style="list-style-type: none"> - Advocacy activities planned in the zone are effectively implemented. - TP advocacy agenda informed by field-level evidence - WV influence on the Livelihood agenda to external partner is strengthened throughout the country - Evidence-based Learnings from the field inform national-level approach and programming guidelines
5%	<p>Others</p> <ul style="list-style-type: none"> - 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 WVV staff and property secure with guidance and instruction as being trained by WVV - Perform other duties as assigned by the manager to contribute to the team performance 	<ul style="list-style-type: none"> - Staff's safety and security - Incidents are reported timely as per the incident management protocols

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	<ul style="list-style-type: none"> - At least 3 – 5 years' experience in livelihoods programming, community development, sustainable development - Experience in working with non-governmental organization. - Experience of and demonstrated ability to effectively network with a diverse range of multi-lateral, and government bodies; - Experience in monitoring and evaluating projects and ensuring that recommendations are implemented.
Required Education, training, license, registration, and certification	<ul style="list-style-type: none"> - Bachelor's Degree in multi-disciplinary of economic – social or community development/environment/ agriculture or related fields.
Preferred Knowledge	<ul style="list-style-type: none"> - Excellent interpersonal, organizational, time management, demonstrated leadership and good management ability.

and Qualifications	<ul style="list-style-type: none"> - Proven ability to provide coaching and deliver other capacity building activities. - Ability to provide supportive supervision to assure the interventions' quality. - Ability to document and share best practice for replication. - Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes. - Ability to communicate and relate effectively with a diverse range of people (i.e. project beneficiaries, Government officials, project partners, WVV staff). - Ability to work with a minimum of supervision, exercise judgment, meet deadlines and work under pressure. - Good data analysis and reporting skills. - Good computer skills (word processing, excel, power point & email). - Ability to think critically and reflect. - Willingness to support articulate and demonstrate World Vision's core values in meaningful ways to colleagues, partners, children and communities. 				
Travel and/or Work Environment Requirement	Willingness to travel up to 50% of the time Minimum supervision	Physical Requirements	Satisfactory pre-employment medical report verified by medical doctors from licensed hospitals	Language Requirements	Vietnamese: Fluent English: Upper Intermediate

KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for contact	Frequency of contact
Zonal Managers,	Overall guidance and approval	Weekly
TP Manager, Technical Specialist and AP Managers	Technical Support to program activities to ensure quality and strategic alignment of the interventions	Weekly
AP Managers, Technical Development Facilitators, AP Coordinators	To provide technical support and advices To coordinate Capacity Building, Sharing & Advocacy events.	Daily
Program Effectiveness Team	Assessment, design, AP Planning, log-frame, reports, monitoring, reviews & evaluations of the interventions Cross Cutting Themes mainstreaming in TPs	Monthly
Other TPs	Integration of the intervention	Monthly
Government partners (Partners (mainly as Provincial and	Networking	Monthly

District level) and other NGOs		
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DECISION MAKING

As per the levels of authority of WV Vietnam

CORE COMPETENCIES – For all positions, select the top 3 prioritized competencies from below. Click [here](#) for a quick overview of our Core Competencies.

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|---|--|--|---|
| <input type="checkbox"/> Be Safe and Resilient | <input type="checkbox"/> Build Relationships | <input type="checkbox"/> Learn and Develop | <input checked="" type="checkbox"/> Partner and Collaborate |
| <input checked="" type="checkbox"/> Deliver Results | <input type="checkbox"/> Be Accountable | <input checked="" type="checkbox"/> Improve and Innovate | <input type="checkbox"/> Embrace Change |

For Management positions only, select the top 2 prioritized competencies from below.

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| <input type="checkbox"/> Model Self-Management | <input type="checkbox"/> Engage, Influence, Lead and Grow Others | <input type="checkbox"/> Run an Effective and Agile Organisation | <input type="checkbox"/> Develop the Organisation for the Future |
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