

## Job Description

### JOB INFORMATION

Job Title	WVV Project Manager – Asia Value Formation project	Line Manager Title	Zonal Manager
Grade level	15	Department/Office	Operations
		Location	Yen Bai, Tuyen Quang

### 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 413 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, 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.

The project "Asia Value Formation Project" is a special project aimed to equip children 12-18 years old in 6 APs in Yen Bai and Tuyen Quang provinces to have positive and peaceful relationships with families and communities.

From 1 October 2021 to September 2026 (5 years), the project plans to achieve 3 main outcomes:

- (1) Children have improved capacity to live out values.
- (2) Enhanced mind-set and practice of caregivers in nurturing children spiritually and building family cohesion
- (3) Community leaders actively engaged and support holistic nurture of children

Besides, a good DME system will be enhanced to ensure the quality of the project implementation and impact to be recorded vividly.

### JOB PURPOSE

- To be responsible for achieving the goal, outcomes, and outputs of AVF project design through coordinating with 6 APs in Yen Bai and Tuyen Quang provinces to strengthen their capacity in planning, implementing, and monitoring project activities to achieve project annual outcome/outputs in integration with Child protection project of the APs and district/commune social economic development plans.

## MAJOR RESPONSIBILITIES

% of time	Activity	End Results
30%	<p><b>Leadership and People Management</b></p> <ul style="list-style-type: none"> <li>- Leadership and people management are provided to the Project Team in planning, implementing, and monitoring AVF outputs and activities as described in the project design and log frame.</li> <li>- Semi-annual and year-end performance reviews/management are undertaken.</li> <li>- Team members are developed into effective living value professionals to ensure the team is capable of carrying out quality work.</li> <li>- Work closely with 6 APs and related stakeholders during the implementation of AVF.</li> <li>- Assistance is provided in analysing and planning for appropriate staffing levels and developing job descriptions for team members and support staff.</li> <li>- Lessons learned from APs and Child Protection and Participation projects are obtained and utilized.</li> <li>- Effective integration of AVF activities into existing WVV APs in the zone.</li> </ul>	<ul style="list-style-type: none"> <li>• High-performing, committed and qualified team</li> <li>• Alignment of the team with WVV's core values, mindset and behaviors</li> <li>• Well-being of team members promoted</li> <li>• Compliance with WVV's HR policy</li> <li>• Potential successor identified and developed</li> </ul>
25%	<p><b>Co-ordination and Relationship</b></p> <ul style="list-style-type: none"> <li>- Effectively establish work relations with 6 AP teams to implement project activities effectively and facilitate the team to engage local partners in scaling-up.</li> <li>- Discuss with the AP partners to build plans for cooperation and implement approved project activities effectively. Work closely with the CP&amp;P officer for APs to have good integration of the Asia Value Formation project with Child Protection interventions of the project to successfully achieve the project outcomes as specified in the approved proposal.</li> <li>- Well cooperate with zonal technical staffs of CP&amp;P, Transformational development and relevant local agencies to ensure sufficient technical support for project implementation.</li> <li>- Effective working relationships with provincial and district officials are built and nurtured.</li> <li>- Represent WVV in external meetings and act as the contact person with relevant government officials.</li> </ul>	<ul style="list-style-type: none"> <li>• Good relationship and networks with external stakeholders at district, province level</li> <li>• WV's branding is promoted at different networks/ forums</li> <li>• Compliance with all WVV's policies (financial policy, child &amp; adult safeguarding, partnership, procurement, etc.)</li> <li>• Good partnership with stakeholders and governments are built and maintained</li> <li>• Effective relationship with Donors</li> </ul>

	<ul style="list-style-type: none"> <li>- Effective working relationships with Regional Project Manager are built and nurtured.</li> <li>- Effective links with the wider target community is built in order to raise awareness of WVV's philosophy and approach to development in general and to AVF measures in particular and foster the ownership and participation of the community in AVF activities.</li> <li>- Serve as a bridge between AVF staff, project partners, AP staff, and the Zonal manager.</li> </ul>	
20%	<p><b>Monitoring and Evaluation</b></p> <ul style="list-style-type: none"> <li>- Facilitate regular reflection meetings (at least once a month) with APs and take timely corrective actions to address the gap of project implementation. The outcomes of reflection reports are submitted to Zonal Manager for further support if needed.</li> <li>- Coordinate with APs to collect and analyse monitoring data as regulated;</li> <li>- Prepare project quarterly, semi-annual report and annual report according to the SO's requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Targets are met for all indicators as planned</li> <li>• Evidence of project impacts available</li> <li>• All targets are achieved as planned.</li> </ul>
5%	<p><b>Finance and Administration</b></p> <ul style="list-style-type: none"> <li>- Financial policies and procedures are followed and the integrity of financial documents, procedures and reports is ensured by liaising with the Finance Department.</li> <li>- Financial reports are monitored and used as management tools for evaluating Project progress.</li> <li>- The Project office is organized and well maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• Burn rate at least 90% and annual burn rate at least 95% but not over 100%</li> <li>• Compliance with WVV's Finance policy</li> </ul>
15%	<p><b>HEA-DRR</b></p> <ul style="list-style-type: none"> <li>- Take Disaster Risk Reduction – Response to Climate Change (DRR-RCC) into account when designing, implementation, M&amp;E of 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.</li> </ul> <p><b>GAM/PNS Acquisition and Management</b></p> <ul style="list-style-type: none"> <li>• <u>Proposal development:</u></li> </ul>	<ul style="list-style-type: none"> <li>• APs are supported by taking part in emergency response in the targeted APs when needed</li> <li>• Essential data/information, analysis, assessment for proposal narrative,</li> </ul>

	<ul style="list-style-type: none"> <li>- 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.)</li> <li>- Engage with local government and local partners such as mass organizations, the private sector on the field during proposal design</li> <li>- Work with Enterprise Risk Management Senior Officer in risk assessment of the proposed project <ul style="list-style-type: none"> <li>• <u>Donor, SO, and partner engagement:</u></li> </ul> </li> <li>- Ensure donors are engaged in the field through effective field visits and responsive communications</li> <li>- Engage with Support Offices on other PNS opportunities when assigned.</li> <li>- Establish partnerships with local non-governmental organisations, government entities and the private sector in the implementation of projects.</li> </ul>	<p>budget and workplan development are provided as required.</p> <ul style="list-style-type: none"> <li>• All queries from Support Offices are properly responded timely and sufficient.</li> <li>• Good partnership with stakeholders and governments are built and maintained</li> </ul>
5%	<p><b>Others</b></p> <ul style="list-style-type: none"> <li>- Manage directly the safety and security within the team based on WVV guidelines, through security assessment, planning and management.</li> <li>- Prepare and update regularly the risk registers for the team</li> <li>- Identify and mitigate the risks that could impact the achievement of goals of the team</li> <li>- Perform other duties as assigned by the manager to contribute to the team performance</li> </ul>	<ul style="list-style-type: none"> <li>• Safety and security of Project staff and field office</li> <li>• Incidents are reported timely as per the incident management protocols</li> </ul>

## KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	<ul style="list-style-type: none"> <li>- At least 5 years' experience in relief and development work, be independent in managing project</li> <li>- Experience in INGO-funded project planning and implementation.</li> </ul>
Required Education, training, license, registration, and	<ul style="list-style-type: none"> <li>- Bachelor degree in education, public health, community development, social work, business administration or related field</li> <li>- Certification in Project Management preferred</li> </ul>

certification					
Preferred Knowledge and Qualifications	<ul style="list-style-type: none"> <li>- Conceptual understanding of and commitment to development work, especially value-based, child-focused, community-based development concepts, approaches and processes.</li> <li>- Demonstrated leadership skills, including leading, building, and supporting a team with diverse roles and capacities.</li> <li>- Skills in facilitation of development processes, including organization and mobilisation of communities and networking among different development partners.</li> <li>- Demonstrated capacity in program management, with conceptual understanding and required competency in DME functions and financial management.</li> <li>- Strong interpersonal skills and well-developed written and oral communications skills in Vietnamese and English, especially report writing skills.</li> <li>- Solid computer and internet skills in Word, Excel, PowerPoint, Outlook, Ms. Team, virtual tool and other system.</li> <li>- Ability to think critically and reflect.</li> <li>- Asset skill in Proposal writing or fundraising</li> <li>- Willingness to support articulate and demonstrate World Vision's core values in meaningful ways to colleagues, partners, donors, children and communities.</li> </ul>				
Travel and/or Work Environment Requirement	The position requires ability and willingness to travel domestically 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: Intermediate

## KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for contact
Project Team Members	Provide overall guidance and approval to the project
Zonal Manager	Seek overall guidance and approval for the project
AVF Regional Project Manager/Coordinator	Seek technical support for the implementation of the project
WVV support departments of finance, Programme Quality and Resource Development, IT, administration and PnC.	Seek support related to technical issues, project management system and procedures, staffing issues
Project Partners	Collaborate in planning, implementing, monitoring and evaluate the project

Donors	Project funding and report; Project visits; Project evaluation
NGO working groups, relevant Government agencies. UN, and other NGOs etc	Networking, best practice sharing, events co-organization;

Within WVI Vietnam policies and guidelines

This position will also recommend to the Grants Acquisition and Compliance Manager and Senior Leadership Team the Recommendation for grants and private non sponsorship projects as assigned

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

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Be Safe and Resilient      | <input checked="" 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 type="checkbox"/> Improve and Innovate | <input type="checkbox"/> Embrace Change                     |

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

- |   |   |  |  |
|---|---|--|--|
| <input checked="" type="checkbox"/> Model Self-Management | <input checked="" 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 |
|---|---|--|--|

## APPROVALS

Line Manager:	Date: Click or tap to enter a date.
P&C Director:	Date: Click or tap to enter a date.