

[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 | Senior Urban Programs and Corporate Engagement Officer | Line Manager Title | Grant Acquisition and Compliance Manager |
| Department | Program Quality and Resource Development Department | Grade level | 14 |
| Work Location | Hanoi or negotiable |

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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 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.)** | | | | | | | |
| The position holder will be in charge of providing strategic advice for the assessment, design, implementation, monitoring of urban program towards World Vision Vietnam (WVV)’s goals in strategy 2023 - 2027. Besides, he/she also takes responsibility to seek for more funding opportunities, utilise and manage funds of private non-sponsorship (PNS), and ensure the compliance of corporate’s projects. | | | | | | | |
| **[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% | **Quality Assurance for Urban Programs**   * Identify appropriate methodologies, approaches that can be applied well in urban areas in alignment to the Urban Ministry Model (UMM) approach * Oversee and support the city-wide assessment process in order to develop an urban roadmap to complement the national strategy. * Analyse, make innovation/initiatives for digitalization and adaptations in reference to other successful urban practices both globally and locally. * Standardize/contextualize urban programmes in which can be integrated with WVV’s core projects models for urban settings. * Support zonal and AP level to implement and monitor well urban programmes implementation while ensuring the availability of evidenced based data to demonstrate impact. * Provide appropriate advice, supports to ensure compliances of Urban Programme Approach application frame-work; create substantial impacts to the targeted communities. * Examine and explore the influence of urban programming on the implementation of large-scale urban projects, especially at city level. * Determine the influence of urban programming and planning for a proper design in urban projects based on a thorough understanding of the local urban context and urban issues affecting the wellbeing of children * Look for and apply the appropriate components of an innovative methodology for urban development programming by utilizing technology, research, partnerships among others. * Suggest/advocate further researches related to urban policies in which can be applied and integrated with WVV’s interventions in alignment to the governmental urban agenda and city plans * Strengthen evidenced based advocacy initiatives at City level while connecting it to neighborhood and district levels and linking it to urban planning & design and urban policies work. * Take Disaster Risk Reduction – Response to Climate Change (DRR-RCC) into account when designing, M&E of AP/Project’s proposal and activities to ensure that climate change and disaster risks can be addressed and reduced. He/she is also expected to provide support to APs, coordinate with functional departments, join emergency response when needed to ensure humanitarian standards and accountability. | | | | * Urban programmes at APs are implemented smoothly and effectively. * Urban programmes guidelines, protocols are available and up to date. * Be WVV’s representative in urban programmes working group. | | |
| 10% | **Capacity Building and Knowledge Management for Urban Programming**   * Contextualize documents, guideline, tools for urban programmes regarding Vietnam context then the urban APs can adapt and apply effectively. * Design and deliver capacity building to relevant staff for urban programmes * Document, contextualize and scale up best practices of urban programmes implementation and utilize internal best practices from other urban programs. * Stay updated with global urban practices and resources from within and outside of the organization and utilize them internally as relevant. | | | | * Training courses/coaching are provided timely * Documentations/best practices are stored and shared | | |
| 45% | **Corporate Engagement**   * Grants proposal development * Provide recommendation for Go/No-Go analysis of grants opportunities meant for Urban areas * Provide advice on concept notes development for urban design, grant/PNS proposal and other programs which is applying at urban areas programs of WVV in alignment to the Urban Ministry Model approach, the city wide assessment results and WV Vietnam existing urban footprint. * Participate in proposal design and technical writing, including: Problem analysis, theory of change, technical approach elaboration, log-frame development, set the targets of beneficiaries impacted by the proposed project, detailed description of proposed interventions and activities, GESI and sustainability strategy, cooperation mechanism with relevant actors in the sector * Prepare and manage budget development for national level activities * PNS proposal development * Lead PNS proposal development process * Maintain and update PNS opportunity pipeline with corporates and foundations in Urban Areas and beyond * Engage with Support Offices on PNS opportunities | | | | * Grant/PNS projects related to urban programs are increased. * Proposal approvals gained thanks to working closely with GAM team. * Grant/PNS project related to urban programs are implemented successful and effective. | | |
| 5% | **Others**   * 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 | | | |  | | |
| **[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’ in development sector with 5 years in urban programming implementation and fund raising. * Extensive knowledge on urban programmes, urban policies/priorities, fund raising, CSR requirements. | | | | | |
| Required Education,  training, license,  registration, and  certification | | * Bachelor’s degree on development, public policy or relevant field with minimum of 5 years’ experience directly working with urban programmes, fund raising and corporate sectors. * Research, advocacy, communication skills/training | | | | | |
| Preferred Knowledge  and Qualifications | | * Training/knowledge/experience on cross cutting sectors; Gender Equality, Disability and Social Inclusion; Environment; * Knowledge and experience of holistic community development * Excellent interpersonal, representational and networking skills | | | | | |
| Travel and/or  Work Environment  Requirement | | The position requires ability and willingness to travel domestically and internationally up to 30% 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** |
| Programme Quality and Resource Development Team | TP/CESP Planning and Reporting, Quality Assurance, DRR/RCC/GESI integration, monitoring, evaluation and resource acquisition | Monthly |
| Operations (Zonal managers, AP managers, and Project Manager) | Joint Monitoring of TP implementation and trouble shooting | Monthly |
| Grants team | Joint funding proposal development | As appropriate |
| Funding Officers, Donors | Funding acquisition and donor requirements including reporting | As required |
| Partners at commune and district levels: Governments, INGOs, Local NGOs, UN agencies etc. | Networking, partnering and collaboration for impact, influence and income | 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 WVV | | |

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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. |