

Job Description

JOB INFORMATION

Job Title	Water, Sanitation & Hygiene (WASH) Lead	Line Manager Title	Health & Nutrition Technical Program (TP) Manager Have dotted line to Operations Director (for the implementation of WASH activities in APs)
Grade Level	15	Department/Office	Strategy, Program Quality and Resource Development
		Location	Flexible

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 International in 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 380 staff, of which 99% are Vietnamese nationals.

WVV is operating in 25 Area Programs (AP) in 4 zones: North 1 (Dien Bien, Ha Noi, Hai Phong), North 2 (Thanh Hoa, Hung Yen, Quang Ninh), Central (Quang Nam, Quang Tri, and Da Nang), and South (Quang Ngai, Ho Chi Minh, DakNong). WVV's AP usually focuses on 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 the district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Besides 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

The purpose of this role is to provide strategic technical support to WVV in strengthening WASH program under Health & Nutrition sector. This position is responsible for providing overall leadership and management of WASH Business Plan in Viet Nam in order to achieve WVV Viet Nam's WASH targets.

MAJOR RESPONSIBILITIES

% of time	Activity	End Results
20%	<p>WASH Strategy Development and Leadership</p> <ul style="list-style-type: none"> • Support Health & Nutrition Technical Program Manager (TP Manager) in develop WASH strategy • Provide leadership to Health & Nutrition Technical Zonal Officers (TPO) and AP staff in implementing WASH strategy • Provide leadership for Health & Nutrition TPO and Area Program (AP) staffs in implementing WASH in emergencies 	<ul style="list-style-type: none"> • WVV Vietnam WASH's strategy is visible & aligned with Global WASH Business Plan
35%	<p>WASH Program Implementation</p> <ul style="list-style-type: none"> • Develop Implementation Plans of WASH BP Program, include providing support in drafting the WASH budget and develop annual WASH budget guidance for AP teams. • Coordinate and disseminate WASH strategy, program logic, models and best practices. • Support TP Manager - Health & Nutrition in managing the WASH within the local context, including ensuring DPA is applied in APs • Filter WASH related partnership initiatives and contextualize for Vietnam context. This includes coordination of the collection, 	<ul style="list-style-type: none"> • All WASH programmes are evidence based • Program and project designs for WASH are aligned with Health and Nutrition strategic priorities • WASH focal points for each AP or grant funded projects have sufficient support and understanding of WASH approaches in the Health and Nutrition Technical Programme

	<p>documentation and dissemination of World Vision WASH models and best practice.</p> <ul style="list-style-type: none"> • Map WVV WASH activities/policies and approaches, and design a framework to refocus in more integrated ways. Incorporate Government approaches and policies into this thinking. • Identify and document WASH best practices and good models for purpose of advocacy and replication. • Identify capacity building needs of Technical and AP of World Vision Viet Nam on WASH • Develop and deliver curriculum training to World Vision Viet Nam's staff and government partners to deliver accountable, evidence based, quality WASH programmes that bring sustained improvements to well-being of children. • Plan & implement other capacity building activities on WASH implementation & management • Seeks opportunities for WASH program implementation research, and communicates learnings from programming 	
20%	<p>WASH Programme Quality Assurance:</p> <ul style="list-style-type: none"> • Provide and develop guidance to Technical & field staff quality WASH programme implementation. • Co-ordinate and provide support to improve the Monitoring & Evaluation (M&E) system. Ensure standard outcome monitoring indicators for the WASH interventions is measured across all funding stream 	<ul style="list-style-type: none"> • Standardized WASH Technical Guidelines and DME tools are available for AP monitoring and reporting • Technical assistance is provided for design and the implementation of assessments, baseline and end line surveys for WASH program

	<ul style="list-style-type: none"> • Support in interpreting related WASH data at the national level and guide the Health and Nutrition TPOs and AP teams to address the gaps. • Engage with National Office (NO) M&E team, finance and other teams as appropriate to execute WASH program implementation. • Review the progress of data in the indicators in line with the national and WV's partnership requirements. • Conduct quality verification field visits periodically using the quality assurance framework and monitoring tools appropriate for implementation and provide inputs for the TPOs. 	<ul style="list-style-type: none"> • Technical Program Officers at zonal level, AP staff and key partners are technically competent to provide support to APs in implementation of the WASH program. • Data collected from TPOs/AP staffs is verified and reliable for Monitoring & Evaluation reports
15%	<p>Partnering & Collaboration</p> <ul style="list-style-type: none"> • Present and promote WV's WASH 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 Health & Nutrition, GAM and Operations teams to identify funding opportunities, at country or multi country level • Ensure proper coordination among thematic portfolios for the exchange of information and experience, facilitating WASH program learning and synthesis across projects: and encourage and support dissemination research findings at research and policy forums. 	<ul style="list-style-type: none"> • Funding for WASH-related programs and initiatives across WVI Vietnam are increased • High-quality delivery of WASH programs • Positive influence on donor prioritization of WASH programs

5%	<p>Resource Acquisition & Management</p> <ul style="list-style-type: none"> • Utilise data from landscape analysis to describe trends in risk factors for poor WASH among key population groups and most vulnerable children • Provide budgeting framework for Water, Sanitation and Hygiene interventions to project and program staff. • Support Zone Manager(s), Area Program(s) and Manager(s) of Water, Sanitation and Hygiene Projects to monitor costs of Area Program/Project's Water, Sanitation and Hygiene interventions to ensure cost-effectiveness of interventions and to identify ways to leverage our Water, Sanitation and Hygiene programs • Identify new funding opportunities and negotiate "Project Charter" for development of proposal or assessment. Contribute to cross-functional teams as agreed in Project Charter for development of new projects; this may include leading in the preparation of grant proposals. • Support Grant Acquisitions, Zone Manager(s) to develop and monitor annual Water, Sanitation and Hygiene budget (including AP, private and grant funding) in alignment with National and Regional Strategy; and AP priorities. 	<ul style="list-style-type: none"> • Budget framework for WASH intervention. • Grant proposals submitted align with strategies
5%	<p>Others</p> <ul style="list-style-type: none"> • Perform other duties as assigned by direct line manager 	

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	<ul style="list-style-type: none"> - At least 8 years' experience in WASH - Experience working in development programs of international Non- Governmental Organization - Experience in integrated WASH program in Health & Nutrition sector, include WASH in emergencies
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Required Education, training, license, registration, and certification	<ul style="list-style-type: none"> - Bachelor degree on WASH or relevant field is required - Master's degree on WASH or relevant field is preferred 				
Preferred Knowledge and Qualifications	<ul style="list-style-type: none"> - Proven track record in securing funding in the field of WASH. - Demonstrated leadership and management experience in technical sectoral teams - Understanding of WASH resilience in climate context - 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

KEY WORKING RELATIONSHIPS		
Contact (within WV or outside WV)	Reason for contact	Frequency of contact
Senior Leadership Team	Strategy, Program Quality and Resource Development Director WASH, Health & Nutrition high level donors & partners engagement support	As required
Health & Nutrition Team	Coordination, Collaboration, Consultation	Weekly or as required
Operation team	Coordination, Collaboration, Consultation	Monthly or as required
Program Effectiveness Unit	Coordination, Collaboration, Consultation	Monthly or as required
HEA/DRR team	Coordination, Collaboration, Consultation	As required

Disaster Management Group in Vietnam	Coordination, Consultation	Monthly or as required
GAM and Programmes Team	Donor Engagement, Proposal Writing, Coordination, Collaboration, Consultation	As required
Other Departments	Coordination, Consultation, Capacity Building	Monthly or as required
Global & Regional WASH team	Collaboration, Consultation	Monthly or as required
International Organizations such as INGOs, UN agencies, WASH network	Coordination, Collaboration, Consultation, Capacity Building, Networking	As required
Support Offices, Embassies or Donors	Funding, Reporting, Networking, Coordination	As required

DECISION MAKING

As per the level of authorities of WVI 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 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.

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