

POSITION DESCRIPTION

Position Title:	Civil Society Specialist (CSS)
Department:	Program
Location:	Hanoi, with regular travel to the field
Reports to:	Program Quality Manager
Employment status:	Full-time

ORGANISATIONAL CONTEXT

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 14 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalised sections of the population.

With a focus on education, water and sanitation, sustainable livelihoods, child rights and child protection, food security, and maternal and child health, including HIV prevention, ChildFund Vietnam also prioritises building the resilience of young people, by giving children and youth the opportunity to take part in sports, vocational education and life skills training, and supporting their participation in local decision-making processes.

JOB PURPOSE & REPORTING STRUCTURE

The CSS ensures the technical quality and capacity building aspect of the civil society projects, being focal point for ChildFund Vietnam on civil society projects and cross cutting civil society elements in all ChildFund Vietnam programs.

The CSS reports to the Program Quality Manager.

The position works very closely with Program Officers and Provincial Managers in all Area Development Offices (ADO), with other Specialists in Hanoi as well as staff of other departments.

The Specialist keeps close regular contact with the International Program Team in Sydney as well as staff members in other ChildFund Australia Country Offices working on related issues.

POSITION SUMMARY

The CSS is the civil society technical lead in strengthening and expanding ChildFund Vietnam's existing related civil society projects related to women, youth, people with disability and other marginalized groups, in coordination with colleagues in the Hanoi and ADOs, as well as with the International Program Team in Sydney.

The position will also ensure the quality and accuracy of civil society programs and project messages, materials, tools, and indicators being developed and utilized in civil society program as well as with other ChildFund programs. The CSS provides highest level of technical leadership and quality assurance in Vietnam for the civil society.

KEY AREAS OF RESPONSIBILITY

1. Technical quality assurance to project development and implementation

- Lead the development/ revision of the program description of the program 4 – Active Citizens and other working documents related to women, youth and people with disability; Lead the dissemination of these documents to ChildFund Vietnam staffs and partners;
- Identify the changes and trend of civil society in Vietnam and in each ADO specifically to recommend Country Director, DCD/PM, Program Quality Manager and other Specialists, and Provincial Manager for adaptation needed in programming;
- Lead program outreach to ensure participation of wide variety of CS groups and organisations and actors, including those in remote locations and those focused on issues that affect marginalized groups;
- Facilitate continuous discussion and learning on civil society through field visits and feedback sessions, case-studies, surveys and researches;
- Ensure the application of the Program Description in projects by providing technical inputs into concept notes and project proposal development process, develop relevant internal technical guidelines/ manuals for project implementation;
- Write concept notes and project proposal as per agreement with the Program Quality Manager and respective Provincial Manager;
- In collaboration with the DCD/PM, develop strategy and selection criteria for all sub-grants to local CS groups and organisations;
- Conduct technical reviews and proposal for grants proposals;
- Visit to project site (every month) to monitor the technical aspect of project implementation and provide technical guidance/ support needed to Program Officers and partners;
- Ensure technical quality aspect of the civil society consultancy works: make clear with Program Officers and Provincial Managers the needs and expected outputs in TOR, involve in interviewing consultant candidates, and work with consultants afterward;
- Provide technical comments to project narrative reports;
- Jointly draft the Board Report;
- Lead internal evaluations of related civil society projects, write evaluation reports;
- Develop/ involve in develop civil society IEC materials.

- Identify issues related to civil society to advocate on and developing and promoting organisational positions on such issues.

2. Capacity building, Knowledge management and Documentation

- Present technical assistance to ADO for applications of advanced theory, principles, concepts and methods in civil society activities of development sector;
- Research and develop for civil society issues and initiatives benefited the community and advocate for advance and qualified civil society intervention for children and poor community;
- Propose strategy for civil society capacity building for staffs of ChildFund and civil society partners;
- Provide technical advice and expertise to the civil society project team, including building technical capacity for the team;
- Educate ChildFund staffs and partners the civil society approach of ChildFund;
- Provide selected technical trainings according to the need of programs/ projects;
- Systemise the civil society work and actively contribute to the knowledge management of ChildFund by documenting civil society technical papers and sharing good practices and lesson learnt (from outside and inside);
- Facilitate and contribute in providing technical support, to build individual CS groups and organisations capacity based on comprehensive capacity assessments of partners;
- Facilitate and contribute in providing expertise, mentor and coach sub-grantees in the program outcome areas of child safeguarding, transparency, and accountability, to ensure quality programming;
- Provide support to other parts of ChildFund’s program where appropriate.

3. Networking and advocacy

- Represent ChildFund Vietnam in networking (e.g. meetings, conferences, symposiums) with other NGOs and civil society institutions, building image and position of ChildFund Vietnam by identifying and raising topics, points of view, issues for discussion and advocacy;
- Contribute to the media and communication activities related to civil society, in cooperation with the Communications team;
- Maintain regular sharing and learning with the International Program Team in Sydney and other civil society Advisor/ Specialist in other ChildFund Australia Country Officers;
- Develop and maintain good relationships with relevant NGOs, government agencies and other international organisations for sharing, learning and advocacy of good practices.

4. Partnership development

- Research and map the CS groups and organisations, LNGOs for developing the potential collaboration and partnership with ChildFund in the organisation’s focus priorities;
- Building and maintain good partnerships with departments and agencies at district, province, and national level working on civil society;
- Building and maintain good relationships and partnerships with the civil society and institute whom shared common objective on civil society with ChildFund Vietnam.

5. Organisational development

- Contribute to the development of strategy, plan for the whole organisation, program, and civil society specifically;
- Actively contribute to and support the development and promotion of ChildFund values, culture that reflects our Vision, Mission and Values, promotes accountability and high performance, and encourages a team culture of learning, creativity and innovation.

REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core Competencies

- Commitment to ChildFund Australia's values, vision and mission: demonstrates a strong belief in ChildFund Australia's core purpose, and reflects the values of the organisation in daily activities and behaviours;
- Teamwork: the ability to work cooperatively and flexibly with other members of the team with a full understanding of the role to be played as a team member;
- Communication: the ability to communicate clearly and persuasively verbally and in writing; with analytical skills, conflict resolution and negotiation skills;
- Accountability and integrity: our obligation as individuals to account for our activities, to accept responsibility for them, and to disclose the results in a transparent manner; and
- Adaptability and flexibility: the ability to meet changing conditions and respond to new organisational requirements, with flexibility and resilience.
- Initiative and Productivity: the ability of taking the initiative, time management skills to begin or to follow through with a plan or multi-tasks in relation to the workload in a given period of time, starting new ideas for job improvement without being told to do.

Functional Competencies – Technical

- Strong understanding of the situation facing children, youth, women, people with disability, families and communities in and civil society area and of appropriate responses;
- Up to date and good knowledge of theory and working approaches, methodologies in community development programs and projects;
- Good knowledge of overall context of development activities in the field in Vietnam as well as the latest stipulations and laws related to the civil society project activities;
- Up-to-date knowledge and information of civil society;
- Understanding of living conditions in different areas of Vietnam;
- Ability to develop initiatives into project and grant proposals and position papers;
- Ability to represent ChildFund and advocate on issues and position papers;
- Ability to respond to urgent demands and the need of changes for better program effectiveness;
- Ability and skills in organising and providing trainings;
- Strong presentation and facilitation skills;
- Excellent written and spoken English and Vietnamese including proposals and reports writing;
- Ability to build strong working relationships, internal and external to the organisation, working effectively with and through others;
- Ability to collaborate and form alliances both within civil society and between civil society and the private sector, professional associations, at local and national levels.
- Excellent computer literacy and experience with computerized information (including spreadsheets, databases), familiar with software packages under Windows and E-mail;

Functional Competencies - Leadership

- Strong leadership and coordination skills for own area to accomplish the advisory role and/or influence over the direction of the civil society;
- Well-developed coaching and leadership skills, both on a formal and informal basis;
- Open and responsive to personal change, and changing needs of the organisation;

- Ability to respond well to change and to deal creatively with change, to manage the change and to bring necessary changes in the relevant sector/department to respond the changing needs of the organisation, the development sector and society as well;
- Ability to steward the organizational culture, facilitating change, crafting culture, valuing culture, personalizing culture; and
- High personal credibility, with strong influencing skills.

Qualifications and experiences

- University qualification in social science, international relations, government, development studies, law, or other relevant development field;
- Postgraduate or equivalent is preferred;
- At least 5 years experience in project management with an INGO, at least 3 of those in an management position; Experience must include hands-on responsibility for the full scope of development program activities in civil society, both operations, analysis and management;
- Demonstrated experience with child-focused programs;
- Experience with programs in remote or rural areas and / or project management in rural areas;
- Experiences in partnership development;
- Experience in supporting CS groups and organisations, particularly those that represent marginalized communities, including capacity building and understanding the characteristics of CS groups and organisations, and the challenges they face in having their voices heard;
- Experience in preparing project proposal and reports;
- Experience with NGOs or International Organisations is preferable;

WORKING CONDITIONS & OTHER ESSENTIAL REQUIREMENTS

- This is a Hanoi based, full-time position with regular and extensive (monthly) travel to ChildFund's program areas in Vietnam. The position-holder may also be required to undertake occasional international travel;
- Adherence to written confidentiality policy/agreement is required;
- The successful candidate will be offered a three-year contract. Salary will be set according to experience and qualifications, in accordance with ChildFund's salary scale;
- Permanent appointment to this position is dependent upon successful completion of a Police Check and signing of ChildFund's Child Safeguarding policy and procedure code of conduct;
- In this position you will be required to conduct follow-up Police Check every 2 years or at any other time when required to do so by ChildFund;
- Commitment and adherence to ChildFund policies and procedures is required;
- Other working conditions and benefits are outlined in ChildFund's HR, PDP and Operations Manuals.
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STANDARD OCCUPATIONAL HEALTH AND SAFETY (OHS) RESPONSIBILITIES

- Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

ChildFund is an equal opportunities employer

People with disabilities are encouraged to apply for the position through ChildFund's competitive hiring process.

Approval by: **Date:**

Name: Nguyen Thi Bich Lien
Job title: Country Director
ChildFund Australia Representative Office in Vietnam

Acceptance

I,, would like to confirm that I have read, understand and accept this position description.

Signature: Date:.....
(name)