

Provincial Manager

PURPOSE OF THE POSITION

As the Provincial Manager you will be responsible for managing the daily operation of assigned Area Development Office (ADO) including management of all staff as well as leadership, management and supervision for all aspects of program and activities for ChildFund Vietnam at the project site and within assigned province.

KEY DUTIES

- Be responsible for the day-to-day operations, financial and human resources management including recruitment, performance and career management and supervision of the ADO's staff according to their role and responsibility, provide coaching, mentoring and other developmental opportunities to strengthen their skills, capacity and commitment to building capacity of program staff, partners and communities.
- Major in charge of developing and implementing the strategy of ChildFund's program and operations in the assigned area including policies, approaches, standards, etc.; contributing to the development of the organisation's strategy, policies and documentation.
- In coordination with the Head of Program and Specialists to support program/project development and proposal writing, ensure the cross-cutting themes such as gender, environment, child protection, child participation, disability are integrated into planning and implementation of projects;
- Oversee and take lead role in local partnership development at both provincial and district levels for project implementation, ensuring delivery of high quality projects in line with the objectives of the country strategy and the organisational policies and guidelines;
- Ensure well-functioning project level monitoring and evaluation systems under projects in assigned province;
- Work closely with all other Departmental Heads in Hanoi to ensure the smooth operations of the Sponsorship program and ADO management in the province;
- Further expand collaborative networks with government departments, local NGOs, CBO's, supporters and other international agencies within the area;
- *Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with our Child Safeguarding Policy.*

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- Bachelor degree in management or development field or other relevant fields;
- More than five years' experience in project management with an INGO, at least three of those in a managerial position
- Experience in program management, proposal development, staff management and reporting with results-based management, experience with participatory appraisal methodologies;
- Demonstrated awareness and experience working in partnership with and planning goals to closely support and link with national, provincial and district planning processes (timeframes, key documents, future initiatives);
- Experience in effective coordination of teams reporting to you, or non-related personnel, to achieve results on time and to a high standard.

DESIRABLE QUALIFICATIONS & EXPERIENCE

- Master Degree or higher qualifications in development perspectives, development approaches and development activities

SKILLS

Broad, up-to-date knowledge of laws, practices and authority system related to the development field

Strong leader and role model, supporting others in achieving their goals
Excellent communication, conflict resolution & negotiation skills

Appealing presenter and facilitator
Strong people and team management

Coaching and mentoring

Change Champion

Excellent English skills

CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –
Respect, Integrity, Collaboration, Change,
Empowerment & Excellence

Department: Program

Location: Area Development Office of ChildFund Vietnam

Employment: Full-time, initial one-year contract with option to extend based on mutual agreement

Reports to: Head of Program

Other Information: must have criminal background check before joining the organisation

Please apply at: https://www.childfund.org.vn/working_with_us/





ORGANISATIONAL CONTEXT

ChildFund Vietnam is the representative office of ChildFund Australia – an independent 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 almost 16 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 local government and civil society, as well as children, their parents, caregivers and communities to create lasting change, respond to humanitarian emergencies and promote children’s rights.

Projects are implemented in 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. ChildFund Vietnam’s projects focus on child rights and child protection, education, health and wellbeing for children. ChildFund Vietnam also prioritises building the resilience of young people, by giving them the opportunity to take part in sports, life skills learning, and supporting their participation in local decision-making processes.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 15 days of paid annual leave in the first year of service. From the second year onwards, leave entitlement is 20 days plus one additional day for every 5 years of service. You are also entitled to personal/carer’s leave, paid parental leave, school leave, child sick leave, study leave and bereavement leave.

Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversations between yourself and your manager about maintaining work-life balance.

Health Care Insurance program

We provide 24-hour coverage for Comprehensive Health Care insurance for all ChildFund Vietnam staff, including In-patient (Hospital & Surgical Insurance), Personal Accident Insurance and Outpatient Treatment Insurance. This program is also extended to family members depending on staff’s tenure with the organisation.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

Internal Social Welfare

ChildFund aims at creating a working environment and organisational culture where staff feels valued and cared for. We offer a comprehensive program of internal welfare activities, including monthly birthday celebrations, gifts for weddings and new born babies and quarterly team building activities (“Good Friday”).

OUR VISION: A global community, free from poverty, where children are protected and have the opportunity to reach their full potential.

OUR MISSION: We work in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children’s rights.

At ChildFund Vietnam you will be contributing to every child being able to say: “I am safe. I am educated. I am heard. I have a future.”