

Project Officer (Safe and Supportive Semi Boarding School Project)

PURPOSE OF THE POSITION

As the Project Officer (PO) for Safe and Supportive Semi Boarding School project (SBS), you are required to provide technical and management inputs and ensure the quality and timely delivery of project within budget across the projects in assigned area as well as the systematic and consistent application of program approaches, program descriptions, topics and technical models in the project cycle management.

KEY DUTIES

- Responsible for project planning, coordinated implementation and financial management supported by the SBS Project Coordinator, Project Team Leader, Technical Specialists, and Provincial Manager.
- Work with Project Officers across sectors, with key stakeholders and partners to ensure the delivery of project planning, implementation, and monitoring according to the project agreement, annual work plan and budget and the program “minimum standards”, including project reports, data collection, writing case studies about projects’ impacts and its lessons learnt, etc.
- Work with key specialists, Provincial Manager and stakeholders to analyse and select technical solutions/interventions during project development and implementation.
- Responsibility for the annual review of and quarterly reforecasting of the project budget, timely disbursement and facilitation of all financial reports in coordination with the partner’s process and systems. Ensure this information is entered into the required ChildFund management systems
- Work closely with the M&E Team for support in monitoring and for strategic evaluation of the project. Organise, lead and participate in periodic review meetings with partners to improve the project activities in a timely manner and adjusts project implementation appropriately;
- Promote ChildFund partners’ capacity building through the facilitation of exchange visits, training opportunities, mentoring and technical support and facilitate productive working relationships with partners, contractors and communicate ChildFund’s policies to partners and project beneficiaries, ensuring their strict compliance of ChildFund’s working principles and methodology in all stages of a project cycle;
- Represent ChildFund Vietnam at relevant workshops, establishing appropriate information-sharing and learning networking in Vietnam.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- College/University qualification in education or relevant fields
- At least 3-year experience participating in relevant projects
- Good demonstrated experience in project management, human resource mobilisation and coordination;
- Experience in working with children and/or youth in community development.

DESIRABLE QUALIFICATIONS & EXPERIENCE

- Knowledge of overall context of development activities in Vietnam as well as the latest stipulations and laws related to development area.
- Understanding of living conditions in different areas of Vietnam

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 the Child Safeguarding Policy.

SKILLS

- Up-to-date expertised knowledge and information;
- Good time management skill to perform multi-tasks and meet deadlines;
- Abilities and skills in organising and providing trainings;
- Good presentation and facilitation skills;
- Ability to build strong working relationships;
- Be able to communicate at least basic English;
- Excellent computer literacy

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 three-year employment agreement, with option to extend upon mutual agreement

Report to: Project Team Leader; **In coordination with:** SBS Project Coordinator in Bac Kan

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 more than 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 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.

ChildFund Vietnam’s projects 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.

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 world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

**At ChildFund Vietnam
you will be
contributing to every
child being able to
play, learn, and grow.**