

ADO Provincial Intern (ADO PI)

PURPOSE OF THE POSITION

The ADO PI is responsible for assisting the Project Team Leader and other project officers at the ADO in maintaining the smooth operation of all aspects of ChildFund’s project implementation activities in the assigned province, to ensure that our activities are of a consistently high quality and contributes to ChildFund’s vision of improving the wellbeing of children and reducing poverty.

KEY DUTIES

- Support implementation of the project “Improved resilience of ethnic minority communities in Cao Bang” in Trung Khanh district;
- Build relationship with a work closely with Trung Khanh district Project Management Unit (PMU) in organizing and conducting project’s activities as planned;
- Participate at the initial steps of the project Swipe Safe Phase II, support to organize the project launching workshop and other activities afterwards;
- Support the organization of project activities at the field;
- Support with technical task, e.g. survey, assessment, new project design and implementation, open/close the project area, study and workshops;
- Support the project officers in assigned province with administration works if required;
- Prepare documents for payment and acquittal including the payment for the field monitoring visit of line manager and colleagues;
- Prepare logistics for workshops organized within project provinces;
- Other tasks assigned by the Project Team Leader.
- *Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- University qualification in Social development or in relevant field.
- Ability to work independently and team work;
- Willing to go to the field to support the community.

DESIRABLE QUALIFICATIONS & EXPERIENCE

- Previous administrative or project management experience;
- Ability to communicate English and experience working with international companies or organizations.

SKILLS

- Ability to write and speak basic English ;
- Good communication skills;
- Ability to undertake detailed activities with a high level of accuracy;
- Having effective organizational and time management skills, can manage many priority jobs;
- Using computer proficient and experienced to store and secure information on computers.

CHILDFUND AUSTRALIA’S VALUES

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

Department: Program & MEL

Location: Area Development Office of ChildFund Vietnam

Employment: Full-time, one-year employment agreement

Reports to: Project Team Leader

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





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

You will be eligible to salary packaging. 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 twelve (12) paid annual leave for a full year (12 months). You are also entitled to personal/carer’s leave, paid parental leave, wedding leave, school leave, child sick leave, study leave and bereavement leave.

Flexible Working Arrangement

You will have access to flexible working arrangement. We encourage a culture of flexibility and enable conversation 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.

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.

