

# National Project & Advocacy Coordinator

## PURPOSE OF THE POSITION

As the National Project & Advocacy Coordinator (NPAC), you are responsible for the overall operations of assigned projects at the national level, including driving achievement of targets, coordinating with the national governments and local partners in both implementation management and advocacy objectives, and identifying opportunities for risk mitigation and process improvement, to ensure the quality, progress, output and efficiency of projects, contributing to the reputation of the ChildFund in Vietnam's work as a thought leader in its specialist areas of focus: child rights and child protection, education, health and wellbeing for children.

## KEY DUTIES

- Manage and coordinate projects at the national level;
- Cooperate with key stakeholders and partners to coordinate project planning, implementation, and monitoring according to the project agreement/ commitment and proposal, following strictly the program "minimum standards" for quality, policies, budget and donor's requirements;
- Update the project progress monthly to Head of Program, collect data and update information on ChildFund Hive App (sale-force) regularly; contribute to knowledge management by documenting lessons learnt and sharing information with relevant stakeholders;
- Provide technical inputs for new national proposal development and be the focal point who support all project stakeholders and CSOs/NGOs to develop and deliver training on policies and procedures required by the donor, if any;
- Together with Head of Program and the Business Development Manager, identify funding opportunities and develop/contribute to relevant project development;
- Design, implement and evaluate the result-based advocacy of all national level projects, in cooperation with the Public Affairs team;
- Develop and strengthen working relationships with different project partners including Department of Children Affairs (DOCA) – MOLISA, LNGOs, CBOs and other relevant national partners in all steps of the Advocacy and Project Cycle Management process;
- Work closely with ChildFund Australia's and ChildFund Alliance's Advocacy network in regional and global advocacy programmes and initiatives associated with the local context;
- Represent ChildFund Vietnam at relevant workshops, establishing appropriate information-sharing and learning networking in Vietnam and internationally;
- *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

- Master or Bachelor Degree in Law, Public Administration, Public Policy, Political/ Social Science, or related field
- At least 5-7 years' experience participating in relevant projects
- Experience with donor-funded projects and managing development projects, programs at the national level
- Experience in advocacy, technical workshop training on child protection and child rights
- Experience in IEC product development.

## DESIRABLE QUALIFICATIONS & EXPERIENCE

- Knowledge of overall context of development activities in Vietnam as well as the latest stipulations, laws, national strategy relating to child rights and Child Law's implementation;
- Understanding of living conditions in different areas of Vietnam;
- Experience on social works, child helpline services and child rights.

## SKILLS

Excellent coordination, communication and relationship development & management skills

Excellent English skills

Good computer literacy and familiarity with software packages under Windows and E-mail

Ability to get things done while exercising good judgment

Ability to perform multi-tasks at the same time, with detailed activities and accuracy

Ability to listen, adapt, persuade and transform

## CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values

Respect, Integrity, Collaboration, Change, Empowerment & Excellence

**Department:** Program

**Location:** ChildFund Australia Representative Office in Vietnam, Level 5, 127 Lo Duc, Hai Ba Trung District, Hanoi, Vietnam

**Employment:** Full-time, 3-year employment agreement

**Reports to:** Specialist Team Leader, Child Rights and Child Protection

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

Please apply at: <https://teamchildfund.bamboohr.com/careers/320>





## 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 12 organisations which assists almost 23 million children and their families in 70 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 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.