

<b>KEY POSITION INFORMATION</b>			
<b>Job Title</b>	Project Officer - <i>Enhance community capacity in CBDRM planning and implementation with focus on the disability, women and children (BRICK - Phase 2)</i>		
<b>Reports To</b>	Project Manager – Area Development Program (ADP) in Bac Binh		
<b>Department/Group</b>	Field Operation/OPS	<b>Location</b>	Bac Binh district, Binh Thuan province

**WORK CONTEXT / BACKGROUND:**

World Vision is a Christian relief and development organization working to create lasting change in the lives of children, families and communities living in poverty. World Vision serves all people regardless of religion, race, ethnicity or gender. As a child-focused organization, WV’s work focuses on children, ensuring they are protected and their basic needs are met. WVV has a total income of more than USD20,864,000 (FY14) with funding from 12 support countries in Europe, Asia, the Americas and Australia. WVV employs about 470 staff, of which 98% are Vietnamese nationals.

Area Development Program is a 10-15 year community development program that is an integrated approach to community development, emphasizing the process of community participation, ownership and sustainability, while addressing the macro and micro causes of poverty. WVV’s ADP’s are located in diverse geographic locations: from remote mountainous ethnic minority communities, to the Red River Delta and to the urban slums of Ho Chi Minh City.

Stretching along the Eastern Sea (“Biển Đông”), for 1,650 kilometers from north to south, and with a coastline of over three thousand kilometers, Vietnam is the largest of the lower Mekong countries. Almost 75% of the land is mountainous, leaving the remaining valleys and plains. Vietnam is one of the most disaster-prone countries in Asia.

According to recent reports, under impact of the Climate Change, Vietnam will be amongst the most hit countries “Sea levels could rise rapidly with accelerated ice sheet disintegration. Global temperature increases of 3–4°C could result in 330 million people being permanently or temporarily displaced through flooding. Over 70 million people in Bangladesh, 6 million in Lower Egypt and 22 million in Viet Nam could be affected” (UNDP, Human Development Report 2007/2008). According to the IPCC, a one meter sea-level rise could flood 15,000 to 20,000 square kilometers of the Mekong River Delta and affect half a million square hectares of the Red River Delta. In this scenario, 2,500 square kilometers of mangrove will be lost, and around 1,000 square kilometers of cultivated farmland and agriculture areas will become salt marshes.

**PURPOSE OF POSITION:**

The ADH-funded Enhance community capacity in CBDRM planning and implementation with focus on the disability, women and children (BRICK - Phase 2) Project is a joint project between CARE Vietnam, World Vision Vietnam and ADRA for a lifespan of 18 months (Oct 2014 - May 2016) in a number of provinces (Bac Can, Binh Thuan and Can Tho) in Vietnam. In the project's framework, World Vision Vietnam is looking to develop a

component with the aim to motivate and increase the awareness, actions, motivation and engagement of children in disaster risk reduction and climate change adaptation.

For World Vision Vietnam’s component, the project will be implemented in Bac Binh district, Binh Thuan province. The project is also intending to link its impacts to neighboring Ham Thuan Bac ADP and ADPs nearby in the South

The position assists the ADP Project Manager in Bac Binh in design, implementation, M&E of the ADH-funded Enhance community capacity in CBDRM planning and implementation with focus on the disability, women and children (BRICK - Phase 2) Project, which is aiming at enhancing capacity of children and their communities in Bac Binh district against current and future climatic risks and impacts though enhancing the linkage between CBDRM with children at community levels, facilitating the concept of Safe School Initiative as well as promoting Child-focused Disaster Risk Reduction - Climate Change Adaptation (CF DRR-CCA) in target project areas.

<b>Role Dimension/ Description</b>	<b>End Results Expected</b>	<b>Time Spent</b>
Project Design & Budget	<ul style="list-style-type: none"> <li>- The project assessment &amp; design under the light of the donor’s requirements are finalized in close coordination and collaboration with the HEA Team at National Office, and ADP Teams in Binh Thuan Province.</li> <li>- Assistance is provided to prepare Annual Plans of Action &amp; Budget, Detailed Implementation Plans</li> </ul>	15%
Project Implementation & Management	<ul style="list-style-type: none"> <li>- Coordination with local partners (Department of Education &amp; Training, Central Committee for Flood &amp; Storm Control, Red Cross, Department of Natural Resources &amp; Environment, Women’s Union, mass media...at district level as well as the concerned bodies at provincial level) in daily implementation of project activities against approved POA</li> <li>- By the end of the project a well-documented guideline on implementation of Safe School Initiative should be developed and shared with the concerned bodies at different level</li> <li>- “Good practices” are documented and shared.</li> <li>- Workshops, training, and other capacity building activities are organized as necessary.</li> <li>- Perform administrative tasks as assigned by the line manager</li> <li>- (Disaster Management Center/Ministry of Agriculture &amp; Rural Development, Ministry of Education and Training)</li> </ul>	50%
Project Monitoring & Evaluation	<ul style="list-style-type: none"> <li>- M&amp;E system is defined: Define monthly work objectives are defined. The progress towards achieving project goals is tracked.</li> <li>- Assistance is provided to the Project Manager in preparing for Baseline survey, Mid-term and final evaluations.</li> </ul>	10%
Liaison with relevant local partners and NGOs in Bac Binh district to promote CBDRR/CCA at provincial level	<ul style="list-style-type: none"> <li>- Liaison and effective relationships with other local partners (District Department of Education &amp; Training, Committee for Flood &amp; Storm Control, DONRE, Red Cross, mass organizations &amp; media...) and other NGOs in project implementation and coordination in Bac Binh district are built and strengthened.</li> </ul>	15%

	<ul style="list-style-type: none"> <li>- CBDRR/CCA at district levels is promoted.</li> <li>- Networking with local partners in the district and province is developed.</li> <li>- Liaison with related field staff and ADRA, CARE to share lessons learnt in implementation, joint monitoring</li> </ul>	
Reporting	<ul style="list-style-type: none"> <li>- Periodical reports in line with WVV and donors' requirements, as well as other reports within responsibilities, are prepared in a timely manner.</li> </ul>	10%

<b>No. Direct Report:</b>	0	<b>Positions Supervised:</b>	N/A
<b>Other Reporting Relationships</b>			
<b>Financial Authority</b>	N/A		
<b>Annual Total Budget</b>	US\$ - TBC		
<b>Decision Making Authority</b>	Within WVV Policies and Guidelines		

<b>Important Functional Relationships:</b>		
<b>Contacts</b>	<b>Reason for Contact</b>	<b>Frequency of Contact (Daily, Weekly, Monthly)</b>
ADP Manager	Overall guidance/Direct Supervision	Daily, weekly, monthly/upon request
HEA team at National Office, other ADPs/Projects	Technical guidance/support on CBDRR/CCA, policies and practices on DRR/CCA	Upon request
HEA networks, other NGOs	Activities implementation, experience sharing	Periodically/upon request

<b>Major Challenges:</b>	
<b>Challenge</b>	<b>Possible Approaches/Solutions</b>
<ul style="list-style-type: none"> <li>- CF DRR-CCA is quite new concept to local partners as well as CBDRR has not been paid adequate attention among relevant partners</li> </ul>	<ul style="list-style-type: none"> <li>- Coaching</li> <li>- Orientation training on CBDRR-CCA</li> </ul>
<ul style="list-style-type: none"> <li>- Diversified of local partners and target groups</li> </ul>	<ul style="list-style-type: none"> <li>- Stress education, People in Aid (Code of Good</li> </ul>

	Practice...) - Support by line manager and other related departments/units (HRD, Finance, PQSD, OPS/HEA...) - On-the job training opportunities
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**Knowledge, Skills, Abilities:**  
*(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)*

<b>Education</b>	- A degree or equivalent experience in disaster risk reduction, or related field.	- Essential
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>- Strong command of report and proposal writing in English and Vietnamese.</li> <li>- Reasonable networking and diplomacy skills.</li> <li>- Sound project planning, management, monitoring and evaluation skills.</li> <li>- Sound understanding on disaster risk reduction and climate change adaptation</li> <li>- Sound knowledge and skills in documentation</li> <li>- Strong knowledge in computer applications including word processing and spreadsheets.</li> <li>- Team builder committed to the transfer of knowledge.</li> <li>- Willing to travel extensively and cover difficult assignments</li> <li>- Requires ability to adjust to harsh living conditions.</li> </ul>	<ul style="list-style-type: none"> <li>- Essential</li> <li>- Essential</li> <li>- Essential</li> <li>- Essential</li> <li>- Essential</li> <li>- Essential</li> <li>- Essential</li> <li>- Essential</li> <li>- Essential</li> </ul>
<b>Experience</b>	- A minimum of 02 years experience in disaster risk reduction and/or development in Vietnam.	- Essential
<b>Work Environment</b>	- Work with various stakeholders: local partners at different levels (CFSC/DARD, DONRE, DPI, DOET, Red Cross, People Committees etc.) networks, mass media	
<b>Core Capabilities: at leadership level</b>	<b>Achieving Capabilities:</b> Achieving quality results and service Practicing accountability and integrity Communicating information effectively	
	<b>Self-Managing Capabilities:</b> Demonstrating Christ-centre life and work Learning for growth and development Maintaining work/life balance and effectiveness	
	<b>Thinking Capabilities:</b> Thinking clearly, deeply and broadly Understanding the Humanitarian Industry Understanding World Vision’s mission and operations Practicing innovation and creativity	
	<b>Relational Capabilities:</b> Building collaborative relationships	

	Practicing gender and cultural diversity Influencing individuals and groups
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<b>Prepared by:</b> National Coordinator Sector – HEA	<b>Date:</b> 09 Oct 2014
<b>Reviewed by PnC Department:</b>	<b>Date:</b> 14 Oct 2014
<b>Agreed by Hiring Manager:</b> Tran Thi Ha Nguyen	<b>Date:</b>
<b>Agreed and accepted by Job Holder:</b>	<b>Date:</b>