

WVV Special Project Officer in Ngo Quyen AP

Location: [Asia & Pacific] [Vietnam]

Town/City: Quan Ngo Quyen

Category: Field Operations

Job Type: Fixed term, Full-time

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, WVV's work focuses on children, ensuring they are protected and their basic needs are met. WVV has a total income of around US\$ 18,500,000 (FY19) with funding from 13 support countries in Europe, Asia, the Americas and Australia. Funding of WVV consists of sponsorship program funding (70%) and PNS/grants (30%). WVV employs about 420 staff, of which more than 99% are Vietnamese nationals.

The strategic focuses of WVV include: (i) children protection from all forms of abuse, exploitation, violence and injury; (ii) reduction of malnutrition rate of children under five through integrated approach; (iii) sustainable livelihood for poor households to support sustainable well-being of children.

Currently, World Vision Vietnam is implementing 37 Area Programs (APs) which operate in 14 provinces. Beside the APs, WVV is also implementing Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

Vocational Development for Disadvantaged Youth project implemented for 3 years

(FY18-20) in Ngo Quyen district, Hai Phong City provided youth's life skills, job orientation and vocational training, helping them access to job opportunities. The project supported 300 youths with various job training such as hair dress, cooking, motorbike maintenance and fixing, nail painting, car care service, bakery, tailor, advertisement design, car driving. The project also provided scholarship for students and established IT libraries in Haiphong University, Haiphong industrial college and VMU vocational college

Results from an initial study showed that youth livelihood in urban context is potential for further investment for learning and scaling up. Therefore, WV Korea committed additional Grant funding for "Improved capacity and access to employment opportunities for disadvantaged youth in Hai Phong" project from FY20- 23. The project aims to improve capacity and access to employment opportunities for disadvantaged youth in Hai Phong through (1) increasing engagement with disadvantaged youth to empower them in their career development, and (2) Improving education for disadvantaged youth on life skills, employability skills, and vocational skills

PURPOSE OF POSITION:

- To make a contribution to achieve WV's targets of vocational training and business start up support for youths.
- To carry out project activities in accordance with the work plan and budget plan approved by the donor with a view to the ownership of local communities and government when the project ends.

ROLE DIMENSION / DESCRIPTION

1. Designing and Planning

- Appropriate youth Vocational development project strategies/ intervention for target population in the impact area is designed
- Inputs for intervention strategy are made through developing research, designing data collection tools, carrying out research in the field, analyzing data, and presenting finding to relevant audiences;
- Planning sessions are carried out with government counterparts and community ensuring the sustainability of the project;

1. Project Activities Implementation, Monitoring and Reporting

- Project activities are implemented, monitored and evaluated with project partners as per plan to ensure the project's progress and note the effect of the project activities in the community;
- Community project ownership is facilitated by conducting community participation activities to ensure that the resources of the project will create direct benefit to community members, specially towards to the poor;
- Project's progress is kept track and information is updated in liaison and collaboration with project partners. Monthly, quarterly and annual project reports on the progress of the project are prepared and information is shared with the AP manager, North 3– Livelihood technical program officer and District PMB.
- Project activities are integrated with Ngo Quyen Area Program
- Follow strictly WVV and Donor finance procedures and guidelines. Ensure

appropriate expenditures/utilization, transparency and integrity of all expenses.

1. Relationship and Collaboration

- Project partners including Women Union, Department of Labour Invalid and Social affair, Youth Union; State and Private enterprises; Haiphong University, Haiphong industrial college and VMU vocational college are able to maximize their resources for project achievements and sustainability; as well as willing to discuss solutions for improving project quality in a transparent and timely manner toward mutual agreement.
- Through close collaboration with openness and timely information exchange, the “youth employment project” is implemented in integration with Ngo Quyen AP interventions, making greater impact on beneficiaries.
- Technical inputs from relevant technical program officer/specialist/manager were provided timely and sufficiently through a continued and constructive cooperation with TPs and relevant departments.

1. Survey, Research and Documentation

- Surveys are carried out and survey reports are prepared including presentation of survey results to government counterparts and the community;
- Youth data statistics is documented frequently for reporting and designing appropriately activities and methodology

- Most Significant Change Stories, Lessons Learnt of every step are well written to share with all stakeholders.
- One project manual and documentary film will be produced for scaling up purpose.

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.)

Education:

- Bachelor degree in social science or related fields
- Bachelor in economic and youth science.

Knowledge & Skills

- Conceptual understanding of and commitment to development work in general and to Christian, child-focused, community empowered development concepts, approaches and processes in particular;
- Documentation skills: story collection, meeting minute taking, photography.
- Demonstrated training and group facilitation skills;
- Research- DME skills

- Partnering- cooperation skills with different partners
- Good time management and organizational skills;
- Good interpersonal and communications skills
- Community mobilisation skills, including networking/coordination among different local partners;
- Good English skills;
- Reporting writing skill
- Good computer skills in Word, Excel, Power point and email;

Experience

- 2 years of work experience in the area of Youth intervention or primary vocational training- life skills training- economic development.
- Relevant experience of working for a similar INGO-funded development project.

*Our contact details are: **People and Culture Department - World Vision International**
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We give equal opportunity to every candidate, regardless of religion, race and

gender.

A competitive salary, benefits and career development opportunity will be offered and commensurate with the experience, qualifications and responsibilities.