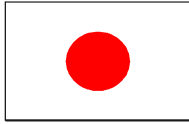


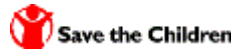
Japanese Social
Development Fund



World Bank



Save the Children



Ministry of Education
and Training

Job Profile

Job Title: Community and Children’s Participation Advisor – *Improving quality basic education for ethnic minority children in three disadvantaged provinces in Vietnam.*

Place of Work/Location Hanoi with frequent travels to project sites

Grade: 4

Reports to: Program Manager

Line management responsibility: Intern

Indirect line management: N/A

Budget Responsibility:

Child Protection Level: 3

Introduction

The project "*Improving quality basic education for ethnic minority children in three disadvantaged provinces in Vietnam*" is a joint project of the Save the Children and implemented in cooperation with the Ministry of Education and Training (Department of the Ethnic minority education as the lead agency) in the three provinces of Yen Bai, Quang Tri and Dien Bien. The project is funded by a grant from the Japanese Social Development Fund (JSDF Grant No. TF093411), a trust fund managed by the World Bank. The total grant is USD1,809,000. The overall objective of the project is to assist the government of Vietnam in supporting children aged 5–14 from ethnic minority communities in three provinces of Vietnam to complete a quality primary education and continue their education in lower secondary school.

Main tasks

In close consultation and cooperation with local project partners and relevant Save the Children staff, the main task of this advisor is to design, supervise and support the effective implementation of activities in the project component A on "*Strengthen community and children’s participation to improve access to education for ethnic minority children, especially girls*". The advisor also has to ensure the harmonisation with other components contributing the project’s successful implementation.

Key accountabilities

Technical:

- To keep up-to-date with government policy and best policy and practice in the areas of community participation in education.
- To provide technical supports for the project partners in designing project activities as suggested in the project proposal, ensuring the realization of the project objectives.
- To provide capacity building for community and children participation in the education.
- To provide ensure the develop activities to be relevant with the local needs and children right fulfillment.

Management

- To work with districts and commune people for the project effective implementation.
- To develop comprehensive three year and annual project work plans of the assigned component.
- To ensure regularly supervision and support project activities.
- To support the day-to-day management of the project components activities to ensure an effective and efficient and cost-sensitive management by partner. It includes support to short-term planning, implementation of activities, monitoring/reviewing of activities, reporting through coordination with partners.
- To facilitate a project effective monitoring and evaluation framework of the assigned components.

Finance

- To facilitate budget planning, regular budget projection, expenditure monitoring, and budget reporting of the assigned components in coordination with relevant partners, in compliance with Save the Children and donor system and procedures with guidance .

Reporting

- To report regularly the assigned components to the project steering committee.
- In collaboration with team members, be responsible to elaborate the progress, annual and different types of narrative and financial reports to SC, audit, and relevant donors as necessary – in relation to the program reports
- To ensure that project research and experience is being well documented and communicated

Representation

- To represent the project to government, donors, visitors...
- To disseminate lessons learned and advocating for more responsive and adapted approaches to ethnic minority education.

General accountability

- To comply with the requirements of Save the Children's Child Protection Policy to ensure maximum protection for children.
- To comply with the confidentiality policies of Save the Children, WB, JSDF and MOET

Working relationships

The advisor reports directly to the project coordinator; it might be required to report to the education sector head and program director as required

Working contacts

- **Internal:** staff in education sector, other programmer staff, finance and admin staff, MOET staff
- **External:** project partners like the project management board at local levels (Yen Bai, Quang Tri, Dien Bien), EME Dept of MOET and the task manager of the World Bank.; children and young people in the project communities, media, other organizations

Location

SC's office, Hanoi and project sites

Key Competencies

- Substantial (at least three years) experience in development work in Vietnam
- Minimum of two years relevant experience in any of the following fields related to ethnic minority education and basic education: social welfare, education, social development, social science research, and work with children.
- Degree in a relevant discipline - e.g. social sciences, education, public development studies.
- Good understanding of development issues, education/ social sector policies and practices in Vietnam, understanding of socio-political development in Vietnam, NGO and development work.
- Good planning, monitoring and evaluation skills
- Ability to understand and respect complex institutional arrangements, cultural sensitivity and considerable diplomatic skill.
- Ability to think and plan strategically
- A commitment to rights based approaches, to ethnic minority development, to gender equity and to enhancing the status of children in society
- Experience of budget control and budget monitoring.
- Good communications and negotiation skills
- Ability to work independently under minimum supervision within a team. High team working spirit.

- Willingness to travel extensively in Vietnam.
- Good English and Vietnamese written and oral communication skills
- Computer literacy.

Contractual conditions

- This appointment is a one-year contract with competitive terms and conditions. There is high possibility for extension
- **Hours:** 37.5 hours/week
- **Other conditions: Start date:** ASAP, in September 2010.
- **Travel:** This post is based in **Hanoi** city with frequent travels to project location

Commitment to Child Protection

All staff and consultants must be familiar with the SC Child Protection Policy and be aware of the problem of abuse and the risks to children. This means raising any concerns you may have about the safety of children and/or the behaviour of adults. All contacts with children must be consistent with the Code of Conduct described in the policy.