

### Notice of Job Vacancy

terre des hommes Germany (tdh Germany) Regional Office in Southeast Asia (ROSEA) announces a vacancy for the position of Country Coordinator for Vietnam, who will be responsible for the day-to-day implementation of the country operational plan, the accompaniment of projects and managing grants and funding support for project partners, the management of the country coordination office, and the country-level institutional and programme advocacy and networking. The position is office-based, requires travel within the country, and reports to the Regional Coordinator for ROSEA. The selected candidate is expected to start on **01 April 2022**.

tdh Germany is an international children's aid agency that promotes child rights in development policy and aligns its work to the principles of the United Nations Convention on the Rights of the Child. tdh Germany believes that any form of violence against children is unacceptable and we have zero tolerance when it is committed by persons who are responsible for their protection. All candidates will be subject to strict background checks, as required by the organization's Child Safeguarding Policy.

Please send your application letter, curriculum vitae, school transcript of record and police clearance to Thipsuda Taweesaengsuksagul ([financemanager@tdhgsea.org](mailto:financemanager@tdhgsea.org)) on or before **14 February 2022**. Kindly note that only shortlisted applicants will be contacted.

**The Job Qualifications are the following:**

<b>Areas of Competence</b>	<b>Requirements</b>
1. Experience	<ul style="list-style-type: none"> <li>A. Must have at least 5 years of experience in working directly with children.</li> <li>B. Preferably, must have at least 3 years of work experience working in a mid-level management position of a local child rights or child-focused organization.</li> </ul>
2. Education and Training	<ul style="list-style-type: none"> <li>A. Completed at least a four-year degree that is relevant to child rights and human rights work, such as but not limited to psychology, sociology, community development or any social studies related course. A master degree in the same fields is an advantage.</li> <li>B. Preferably, has undergone intensive training on child participation and child safeguarding and child rights programming.</li> <li>C. Training on Protection from Sexual Abuse and Harassment (PSEAH), is an advantage.</li> </ul>
3. Knowledge	<ul style="list-style-type: none"> <li>A. Advanced level of understanding on child rights principles and concepts, as contained in international child rights instruments and in national laws.</li> <li>B. Advanced level of understanding on child rights programming, child participation, child rights advocacy and network management.</li> <li>C. General national situation and child rights and human rights context in the country.</li> <li>D. Basic financial Management</li> <li>E. Basic Training on Child Safeguarding and basic accreditation on Protection from Sexual Exploitation Abuse and Harassment (PSEAH)</li> <li>F. Donor relations</li> <li>G. Emergency response and humanitarian aid and child protection in emergencies (CPiE)</li> <li>H. Organizational development and programme management for NGOs or human rights organizations</li> <li>I. Integrated Community Development Program</li> </ul>
4. Skills	<ul style="list-style-type: none"> <li>A. Proficient in written and oral English. Ability to speak another language spoken in Vietnam is an advantage.</li> <li>B. Project cycle management, including participatory project planning, implementation, monitoring, accountability, evaluation, analytical skills and lesson utilization.</li> <li>C. Conflict resolution and problem solving, applies the do no harm principle.</li> <li>D. Able to communicate with government representatives, NGO partners, and children and youth.</li> <li>E. Able to work in a team and follow instructions on delegated tasks.</li> <li>F. Able to work with people from different cultures.</li> <li>G. Basic organizing and facilitating of trainings and group activities for children and youth.</li> <li>H. Designing training programme, modules and capacity building activities.</li> <li>I. Communication, advocacy, and networking and alliance building</li> <li>J. Fundraising</li> </ul>
5. Attitude	<ul style="list-style-type: none"> <li>A. Committed to child rights and human rights.</li> <li>B. Independent and proactive in initiating and developing own ways and strategies to complete tasks and responsibilities, with minimal supervision.</li> <li>C. Confident to constructively give and receive feedback.</li> <li>D. Is consultative and participatory in management.</li> <li>E. Is gender-sensitive.</li> <li>F. Able to work in a team and follow instructions on delegated tasks.</li> <li>G. Child-sensitive and can work with children from different age groups.</li> <li>H. Able to work with people from different cultures.</li> </ul>

## Job Description

Key Result Areas	Specific Tasks
<p>I. Regional Programme Planning, Development, Monitoring and Evaluation</p>	<ol style="list-style-type: none"> <li>1. Participates in and provides data necessary in formulating the Regional Strategic Plan (RSP).</li> <li>2. Proposes programme strategies and priorities that concretize the translation of the DC Strategic Goals to the country context.</li> <li>3. When designated as a Strategic Goal Linkperson:               <ol style="list-style-type: none"> <li>a. Together with the HRP, represents ROSEA in meetings and links with the global SG Team.</li> <li>b. Assists the HRP in planning and implementing the RSP and operational plan specific to the assigned SG.</li> <li>c. Assists the HRP in accompanying joint or collaborative initiatives on specific Strategic Goals by identifying and supporting country project partners working on the same theme.</li> </ol> </li> <li>4. Contributes in preparing periodic reports on the progress made in achieving the programme goals and strategies that are necessary in conducting the annual and mid-term assessments and review of the RSP.</li> <li>5. Participates in the annual and mid-term assessments and review of the RSP.</li> <li>6. Proposes changes in the programme goals and strategies as contained in the RSP during annual assessments and review.</li> </ol>
<p>II. Operational Programming and Implementation</p>	<ol style="list-style-type: none"> <li>1. Participates in formulating the annual operational plan based on Regional Strategic Plan.</li> <li>2. Responsible for the day-to-day implementation of the regional operational plan at the country level.</li> <li>3. Monitors and reports on the contribution of the country programme to the achievement of the annual operational plan, specifically, on periodic milestones and the effectiveness of strategies. Proposes changes to improve implementation of the operational plan.</li> <li>4. Prepares and submits quarterly workplans and activity reports to Regional Coordinator.</li> <li>5. Prepares and submits annual operational budget and monthly operational expense report to Head of Admin and Finance.</li> <li>6. Participates in all staff meetings and capacity-building activities.</li> </ol>
<p>III. Communications (Planning, Implementation, Monitoring and Evaluation)</p>	<ol style="list-style-type: none"> <li>1. Responsible for country-level institutional and programme advocacy and networking with project partners and strategic organizations in line with the implementation tdh-initiated campaigns and campaigns identified as priority during the National Partners' Meeting. Specifically:               <ol style="list-style-type: none"> <li>a. Links with TDHIF members in the country and participates in initiatives of TDHIF, such as the Joining Forces.</li> <li>b. Represents tdh in country-level meetings, seminars and workshops, fora and conferences on topics and issues that are relevant to and which affects the work of tdh in the country.</li> <li>c. Organizes visits to the country by colleagues, guests and journalists.</li> <li>d. Relates with relevant government agencies and ensures that all legal and administrative registration requirements are properly and timely met, as applicable. Reviews and recommends to the Regional Coordinator the necessity of legal registration of the Country Coordination offices.</li> <li>e. Establishes contact with potential donors and maintains relations with existing funding partners, including the German Embassy/Consulate and EU delegation present in the country.</li> </ol> </li> </ol>

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	<p>2. Assists in the development and dissemination of Communication materials, by:</p> <ol style="list-style-type: none"> <li>a. Coordinating with the project partners involved for schedules, child safeguarding risk assessment and procedures, persons to be involved, among others.</li> <li>b. Checking the content of Communication materials produced for sensitive information and recommends its release.</li> <li>c. Building and sustaining strategic partnerships and contacts with relevant media practitioners or organizations in the country that can help produce or disseminate advocacy (such as press releases) and fundraising materials, as necessary.</li> </ol>
<p>IV. Project Accompaniment and Grant Management</p>	<ol style="list-style-type: none"> <li>1. Identifies prospective organizations which meet tdh partnership requirements and are working on issues and strategies that are consistent with the Regional Strategic Plan and the global Strategic Goals.</li> <li>2. Accompanies the conceptualization and designing of all proposals and concept notes (for co-financed and Third Party funded projects, including regional projects) being developed to ensure that these fit the criteria for each SG and contributes to the RSP and the annual operational plan.</li> <li>3. Appraises and recommends for approval all incoming proposals and PCMs to ensure that these meet the prescribed standards. Presents these proposals during to the regional IPEG and responds to comments from Head Office IPEG when requested.</li> <li>4. Regularly monitors and assesses supported projects and writes annual Project Updates which describe the status of implementation and achievements.</li> <li>5. Visits all supported projects, at least twice per year, and writes monitoring visit reports for submission to the Regional Coordinator.</li> <li>6. Assesses the financial management systems and reports of partners and accomplishes the annual Project Auditing Sheets (PAS) for all supported projects.</li> <li>7. In the event of an emergency occurring within the country, immediately contacts project partners in affected areas and gathers information needed for a possible call for donations by Head Office. When funds are available for humanitarian aid response, accompanies project partners and manages grants as required by HuHi guidelines.</li> <li>8. Identifies and implements capacity building activities of project partners to improve programme work.</li> </ol>
<p>V. Partner Dialogue</p>	<ol style="list-style-type: none"> <li>1. Implements regional action plan for partner dialogue at the country level. Specifically: <ol style="list-style-type: none"> <li>a. Orients project partners and children and youth on the DC process and results. Ensures that this is able to deepen and broaden understanding on the concept and practical applications of the SG.</li> <li>b. Oversees the planning and implementation of the National Partners' Meeting and the National Children and Youth Partners' Meeting (NCYPM), consistent with the global DC process pathway.</li> </ol> </li> <li>2. Implements the country-level process of selecting, preparing and accompanying all adult and children and youth delegates to the RCYPM, RPM and DC and ensures that this follows child safeguarding and participation standards.</li> </ol>

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	<ol style="list-style-type: none"> <li>3. Supports project partners and children and youth representatives to regional or global events and activities, including to the Regional Partners' Meetings, the Delegates' Conference and in advocacy campaigns.</li> <li>4. Facilitates linkages between partners working on the same Strategic Goals towards coming up with joint country initiatives through advocacy or projects (as a working group).</li> </ol>
VI. Development of children and network	<ol style="list-style-type: none"> <li>1. Coordinates with the Head of Regional Programme in the implementation of the initiatives of children and youth groups from the country towards strengthening the national- and regional- level children and youth participation platform.</li> <li>2. Participates in developing the overall regional strategy to promote child and youth participation. Ensures that all country projects are child participation driven.</li> <li>3. Prepares reports to measure the status of children and youth formations and networks in the country.</li> <li>4. Comes up with a country analysis on the situation of child and youth formations and networks supported by project partners in that will serve as basis for development of the regional strategy plan on child participation.</li> <li>5. Assists the Programme staff responsible for the communication and advocacy and the development of children and youth participation in:               <ol style="list-style-type: none"> <li>a. Developing and implementing of country specific activities that strengthen child and youth formations and networks.</li> <li>b. Developing regional level activities of children and youth formations and networks that are in line with the regional strategy plan and the global action plan.</li> <li>c. Sustaining communication and joint actions among the different children and youth formations and networks in the region.</li> <li>d. Implementing joint regional activities of the children and youth formations or networks, including the Regional Children and Youth Partners' Meetings.</li> <li>e. Implementing capacity-building activities for project partners on child participation.</li> </ol> </li> </ol>
VII. Child Safeguarding	<p><b>As Country Coordinator:</b></p> <ol style="list-style-type: none"> <li>1. Knows and understands the tdh Child Safeguarding Policy (CSP) and commits to apply its standards and procedures (applicable for both online and offline safety).</li> <li>2. Promotes and circulates the CSP to country partner organisations, donors and wherever it is needed or requested.</li> <li>3. Participates regularly in CS trainings and refresher courses.</li> <li>4. Carries out a CS risk assessment of new partner organisations and advises partner organisations how to develop and implement their CSP and monitors the implementation of CS standards.</li> <li>5. Organizes training workshops for country partner organisations in line with the assessed needs and annual plan and budget.</li> <li>6. Reviews the CS risk self-assessment done by the project partners and provides support in mitigating identified risks, and monitors that planned measures are implemented.</li> <li>7. Responds immediately to a child safeguarding report. Consults the regional CSC and CS Focal Person and takes decisions to safeguard the affected child</li> </ol>

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	<p>and proposes to the Regional Coordinator work-related decisions towards the partner organisation.</p> <ol style="list-style-type: none"> <li>8. Ensures that any CS concern is followed-up, documented and reported until it is closed.</li> <li>9. Performs all other functions identified as the responsibility of the regional Child Safeguarding Committee, when designated as a member.</li> </ol> <p><b>When designated as the Regional Child Safeguarding (CS) Focal Point, is responsible for:</b></p> <ol style="list-style-type: none"> <li>1. Promoting, circulating and disseminating the Child Safeguarding Policy (CSP) among tdh staff, national partner organisations, local donors, and where it is requested and necessary (ongoing).</li> <li>2. Conducting/giving orientation to all new ROSEA staff members on the CSP and organizes refresher or necessary CS staff trainings.</li> <li>3. Leading the ROSEA Child Safeguarding Committee (CSC) in the operationalization of the CSP and reports every six months on the progress and on any obstacles in the implementation of the CS action plan to the Regional Coordinator.</li> <li>4. Ensuring the conduct of capacity building needs assessments on child safeguarding for project partners.</li> <li>5. Setting up an agenda for child-safeguarding for: a) regional staff meetings; and, b) Regional and National Partners' Meetings.</li> <li>6. Leading the development of modules for CS orientation for project partners, volunteers, interns and visitors.</li> <li>7. Leading the formulation, monitoring and evaluation of the CS annual action plan.</li> <li>8. Convening the regional CSC, specifically:             <ol style="list-style-type: none"> <li>a. Organizes regular (virtual) meetings of the CSC members.</li> <li>b. Prepares the agenda for all CSC meetings one week ahead and consults the members for additional points on the agenda.</li> <li>c. Ensures the documentation of meetings and its timely sharing to CSC members, soon after the meeting.</li> </ol> </li> <li>9. Receiving and leading in responding to CS concerns and incidents according to the defined procedures set out in the CSP. This includes:             <ol style="list-style-type: none"> <li>a. Documenting any CS incidents involving tdh staff at the regional level or within the partner organisations at the national level. Records results of actions taken by the regional CSC and project partners.</li> <li>b. Forwarding the documentation to the regional CSC and to the CS Focal Point at the Head Office and to the Regional Coordinator.</li> <li>c. Together with the CSC, proposes to the Regional Coordinator and the CS Focal Point in the Head Office next steps in responding to cases received.</li> <li>d. Following up on the case and reporting regularly until it is closed.</li> </ol> </li> <li>10. Participating regularly in capacity building workshops on child safeguarding and represents ROSEA in CS-related networks in the region.</li> <li>11. Exchanging regularly with the other tdh regional CS Focal Points and with the CS Focal Point at the Head Office.</li> </ol> <p><b>When designated as member of the CS Committee:</b></p> <ol style="list-style-type: none"> <li>1. Together with other members, provides advice in all child safeguarding matters brought to the CSC.</li> </ol>

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	<ol style="list-style-type: none"> <li>2. Attends regular meetings of the CSC (virtually or face by face).</li> <li>3. Helps in assessing, identifying recommendations and developing internal tdh guidelines on child safeguarding.</li> <li>4. Supports the CS Focal Point in the operationalization of the Child Safeguarding Policy at a regional level, including the:               <ol style="list-style-type: none"> <li>a. Set-up of a regional annual plan of action for child safeguarding.</li> <li>b. Monitoring and evaluation of the plan of action for child safeguarding.</li> </ol> </li> <li>5. Participates in:               <ol style="list-style-type: none"> <li>a. Deliberating on any reported child safeguarding case that occurs within tdh or at a partner organization.</li> <li>b. Assessing the reported case.</li> <li>c. Making recommendations how to handle the case together with the concerned Country Coordinator.</li> <li>d. Ensuring that documentation of all cases are forwarded to the Regional Coordinator and the CS Focal Point for child safeguarding at the Head Office.</li> <li>e. Following up all cases until closed.</li> </ol> </li> </ol>
VIII. Management Information System	Approves the online uploading and sharing to others outside the regional office of country project files and related documents.