

POSITION DESCRIPTION

Position Title:	COUNTRY DIRECTOR, VIETNAM
Location:	Hanoi, Vietnam
Employment Status:	Full-time, Initial 3 year fixed-term agreement, with possibility of extension upon mutual agreement. Employment is subject to the successful securing of an appropriate work permit and visa if required
Reports to:	International Program Director

1. ORGANISATIONAL CONTEXT

ChildFund Australia is an independent and non-religious international development organisation that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children's rights. We want every child to be able to say: "I am safe. I am educated. I am heard. I can make a difference. I have a future."

ChildFund Australia has oversight management for ChildFund Vietnam. ChildFund Vietnam is well established in Vietnam with an office in Hanoi and field offices in Hoa Bing, Bac Kan and Cao Bang provinces. ChildFund Australia's goals in Vietnam are to achieve and demonstrate effectiveness and accountability in its fundraising and program activities and add value to the efforts of its partners through quality development programs that are respectful, responsive and effective in helping children in poverty, their families and communities.

ChildFund Australia implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and the Pacific, and manages projects delivered by partner organisations throughout Asia, Africa and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 9 million children and families in over 50 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.

2. JOB PURPOSE & REPORTING STRUCTURE

With the support of ChildFund Australia's Sydney-based staff, the new Country Director, ChildFund Vietnam (CD) has primary responsibility to lead and manage ChildFund Vietnam through the next exciting period of growth, increased program quality and exploration new business opportunities and grants growth.

The CD has overall responsibility for leadership, people management, program innovation, grants growth, partner relationships – as well as the overall management of the organisation’s activities in Vietnam 2018-2020. The CD will report to and work closely with the Sydney-based International Program Director (IPD) to lead and manage ChildFund’s operation in Vietnam.

3. KEY AREAS OF RESPONSIBILITY

Leadership

- Support and further develop a strong, capable, and highly-motivated country team, including leading and directing an effective and accountable Vietnam Senior Management Team.
- Lead the review and implementation of the Vietnam Country Strategy Paper supported by the ChildFund Australia Strategic Plan 2015-2020.
- Ensure a positive and appropriate balance between operational in-country requirements with ChildFund Australia’s organisation-wide priorities.
- Participate as a member of ChildFund Senior Management Team, maintain integration and cooperation with other sections of the organisation and contribute to the overall development and leadership of the organisation.
- Engage fully with NGO and civil society forums and strategic partners in Vietnam and ensure ChildFund is well represented and operates as the best possible partner while seeking to advance child rights advocacy.
- Drive changes in culture and practice within the Vietnam Office.

Program Leadership

- Implement program operations in a manner consistent with the mission, vision and values of ChildFund and in compliance with the organisation’s policies and procedures.
- Ensure that program priorities are identified in accordance with the Vietnam Country Strategic Paper 2015-2020 and ChildFund Strategic Plan.
- Work with Senior Management Team and ChildFund Australia to review well established programs to ensure they remain fit for purpose.
- Lead and ensure high quality program planning and implementation, including strong INGO and NGO consultation and partnering; community engagement, participation from children and effective child-centred development programs.
- Continue the strong ChildFund Monitoring and Evaluation Approaches being implemented and undertake program audits or donor audits as required.

Sponsorship Management

- Implement sponsorship program operations in a manner consistent with the mission, vision and values of ChildFund Australia supported by teams in Sydney and with ChildFund Alliance members.
- Support the Head of Sponsor Relations to ensure that child sponsorship systems are maintained and that staff are appropriately trained to carry out effective sponsor related activities both in the Country Office and in the field.
- Liaise with local partners to ensure quality sponsorship activities are being undertaken efficiently and meeting set requirements.
- Ensure that the effectiveness, impact and direction of the sponsorship program is appropriately monitored and the lessons from this process shared within ChildFund, with local authorities and partner organisations.

People Management

- Be a role model for managers and staff members.
- Actively foster team building, provide regular feedback to managers and staff and ensure regular performance review with opportunities for growth and development.
- Ensure that staff contracts and other human resource practices adhere to local labour laws and regulations and oversee human resource practices and recruitment according to ChildFund Australia policies, procedures and guidelines.
- Maintain staff management systems which reflect ChildFund Australia's principles of fairness, transparency and efficiency and ensure that health, safety and security of staff is given high priority and that policies and procedures are developed and followed to maintain and promote staff's wellbeing.

Reputation, Networking & Key Relationships

- Liaise with and ensure optimal working relations are maintained with government departments, local NGOs, donors, sponsors and other international agencies to share information, plan and review programs, develop joint projects; collaborate and ensure mutual awareness of activities and projects.
- Represent ChildFund interests at relevant and appropriate working groups, forums, media events and donor discussions and field visits demonstrating high professional standards and ethical conduct.
- Ensure that open, effective and regular communications are maintained with ChildFund's Sydney Office and other ChildFund Offices, building a productive and collaborative relationship.
- Maintain and further explore key contacts in designated provincial areas and districts and develop strong engagement with those communities.
- Work to influence policy and practice within the region, with a view to improving children's rights and eliminating violence against children (EVAC).

Finance, Administration & Risk Management

- Ensure effective financial management for the operations in accordance with local statutes, delegation of authority and total budget parameters, using strong financial controls.
- Oversee ChildFund Vietnam's financial systems as advised by the Finance Manager and as outlined in the ChildFund Finance Manual.
- Ensure that reliable methods for the management and monitoring of expenditure and ChildFund Australia's finance policies and procedures are complied with.
- Maintain effective risk management approaches in consultation with ChildFund Australia's Finance Manager.

Reporting & Compliance

- Provide reports for the Board, IPD, donors and grant-bodies as required under the terms of any grant funding.
- Ensure that operations are compliant with the Australian Council for International Development (ACFID) Code of Conduct, Department of Foreign Affairs of Australia (DFAT) guidelines and that all practices and activities of ChildFund in Vietnam are compliant with the country's statutes, regulations and protocols.
- Ensure the maintenance of accurate and up to date organisational and statutory records.

4. REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core competencies

- Commitment to ChildFund Australia's vision and values;
- Collaborative Teamwork;
- Communication;
- Accountability and integrity; and
- Adaptability and flexibility.

Functional Competencies

- Leading organisational change and innovation;
- Applying organisational leadership and providing direction;
- Building strategic alliances and developing new partnerships;
- Understanding of child sponsorship practices; fundraising products and Mobilising resources;
- Ensuring operational effectiveness and accountability for results;
- Ensuring the safety and security of personnel and operations; and
- Providing and improving the impact of ChildFund's activities.

Qualifications & Experiences

- Tertiary qualifications in social sciences or economics/finance, public policy, international studies, management, health, education, child protection or other relevant discipline;
- Substantial experience in leading the design, delivery and management of international development programs;
- Significant experience in managing people;
- Experience in child sponsorship programming in country highly desirable;
- Experience in leading and managing change and innovation;
- In-depth understanding of current development issues at practical and policy levels;
- Familiarity with ChildFund Australia programs and policies; and
- Familiarity with the current operating environment in Vietnam.

5. ADDITIONAL INFORMATION

- Employment is subject to the successful securing of an appropriate work permit and visa.
- Appointment to this position is dependent upon successful completion of at least two telephone reference checks and criminal background check(s).
- Adherence to ChildFund Australia policies and procedures is required.
- In this position you will be required to undertake a criminal background check in accordance with ChildFund's Child Safeguarding Policy and Procedures.
- Travel to Sydney and other ChildFund locations internationally will be required.
- Salary will be determined in accordance with ChildFund's reward policy. ChildFund's International Employment Standards apply for expatriates.
- All staff are expected to act at all times in a manner consistent with the Mission, Vision and Values of ChildFund and in compliance with the organisation's policies and procedures including Child Safeguarding and Code of Conduct.

6. STANDARD WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES FOR MANAGERS

- Identify, assess, prioritise and control risks to the health and safety of staff in and visitors to your area/s of responsibility in the workplace.
- Ensure that staff in your area/s of responsibility are provided with safe work systems and that the systems are followed by the staff and visitors.