



## JOB DESCRIPTION

<b>Position Title</b>	: <b>Gender Specialist Cum Project Coordinator (S-PC2)</b>
<b>Location</b>	: Hanoi with occasional travel to the field
<b>Length of the contract</b>	: 1 year contract term and can be extended
<b>Salary range</b>	: Negotiated; based on qualifications and experiences
<b>Line manager</b>	: Program Manager
<b>Working relations</b>	: Management Board; Project team; Finance and Admin team
<b>Supervises</b>	: Project Officers; Intern(s)

### I. JOB SUMMARY

#### **Position overview:**

Overall, the position of **Gender Specialist Cum Project Coordinator (S-PC2)** shall be responsible for Gender-related works of CDI to ensure gender considerations into programming and promote gender equality at work throughout CDI's projects activities (50% working time). This position will also oversight the project named Phunu3, which includes but not limited to overall coordination, planning, management, implementation, monitoring & evaluation and reporting of these program/project activities.

At management level, the position is in-charge of the Program Quality, Team management, Partnership and Networking and Fundraising. The position has autonomy to make decisions related to all assigned activities.

#### **Background information of the program/project(s):**

In particular, the S-PC2 will coordinate 1 on-going project: Project *Empowerment for the betterment of women workers' socio-economic conditions* (PHUNU3) (2020 - 2023)

As the Project Coordinator, the S-PC2 will manage the plan and budget of these projects as well as manage 1 Project Officer. More Interns can be mobilized to support if needed.

## II. SPECIFIC DUTIES AND RESPONSIBILITIES

### 1. Technical support on Gender-related works (50% working time)

- Develop guideline and training agenda for CDI staff on Gender equality and Women empowerment
- Design and promote the agenda of GENDER AT WORK in CDI's program, including on-going projects and future project
- Develop training materials and facilitate training on gender-related issues in CDI projects
- Providing technical and professional advice to the CDI's staff and relevant stakeholders on integrating gender equality and women's empowerment principles in planning, implementation and monitoring of project activities.
- Advise the project teams on potential impacts on gender of project activities
- Participate in/develop and conduct research on gender-related issues
- Provide input to the preparation of proposals, project key documents and reports

### 2. Fundraising

- Identify funding opportunities for the related program (particularly co-funding for PHUNU3 project)
- Develop concept papers and proposals which promote Gender at Work and Women empowerment

### 3. Project management/coordination (PHUNU3 project)

- Coordinate with project partner and local agencies in setting project structure and systems for effective project management;
- Develop the program/project's strategy (including the communication one)
- Review and approve the quarterly and annual budget and plan of the projects
- Ensure the regular (annual/quarterly/monthly) work-plans and activity schedules of the program/project
- Lead the project launching and planning meetings and key events
- Supervise consultants, service providers, local partners (if any) for quality and time

### 4. Monitoring and Evaluation (M&E)

- Provide input for monitoring guideline and templates for project team and local partners to collect information on gender-related indicators
- Guide the program/project team to collect evidences and best practices
- Identify and help address issues and problems, including risk management analysis
- Work closely with key technical and staff on preparation of progress reports, mid-term and final evaluation to ensure the compliance and the required quality.

### 5. Reporting

- Prepare reports for the project in-charge which are required by donors and other agencies
- Prepare report of the program for CDI annual report



## **6. Financial management**

- Ensure project finance management in accordance with CDI policies and procedures as well as donors' requirements in cooperation with finance and funding specialists
- Be responsible for project financial management, including expenditure, audit and other requirements by donors
- Verify and approve the project budget as authorized
- Monitor project spending, analyse unusual over/under spending items
- Review budgets and financial reports and documents of partners/service providers

## **7. Organizational development**

- Participate in development of CDI's strategy and operational plans (if any)
- Participate in assessing OCAT and/or other assessment of organizational development
- Participate in developing/revising CDI's policies/regulations (if any)

## **8. Team management & leadership**

- Constructively collaborate with colleagues to achieve the organizational goals;
- Expand the capability and development of the CDI members by utilizing mixed interventions e.g. sharing the knowledge, experiences and expertise, coach junior staff/outsource, etc.
- Request for staff changes or update of the program/project personnel (if needed)
- Manage tasks assignment amongst the team and joint planning with other teams
- Supervise and conduct OKR development & assessment of the team
- Conduct annual performance review for the team (including collecting feedbacks from colleagues and face-to-face meetings with staff)
- Conduct exit interview and hand-over (if any)
- Manage leave registration of the team (Leave in lieu, annual leave, etc.)
- Comply with all legislations and the organization's policies and procedures.

## **9. Partnership and Networking**

- Ensure that local partners understand CDI's regulations and donors' requirements
- Be the focal point for monitoring visit by the donor/government/other stakeholders (if any)
- Be the focal point of CDI in working with Gender networks related to the program/project (national and regional level)
- Represent CDI at forums, meetings and/or conferences (national and regional level)
- Actively network with relevant working groups, actors, corporates, government agencies to develop and implement joint initiatives and advocacy events at local or/and national level(s).

## **10. Other duties**

- Other duties or responsibilities as agreed with the Management.

### III. REQUIREMENTS

#### 1. Values and Behaviour

- Agree and commit to CDI's core values
- Promotes and support organizational culture, growth, performance and image;
- Actively supports the organization commitment to the core values and policies;

#### 2. Qualification & experiences

- Bachelor/Master's Degree in Development or Social Studies, or Gender-related field
- Minimum 3 years of related working experience with a NGO, preferably with similar responsibilities
- Understanding of and sensitivity to Labor Rights/Workers rights
- Proven records of conducting researches, assessment, training

#### 3. Language

- Good written and verbal communication and presentation skills in both Vietnamese and English is preferable;
- Demonstrated experience in writing proposals and reports in English

#### 4. Core Competency

- Excellent command of MS-Office and online tools (Trello, online calendar, etc.)
- Excellent presentation, interpersonal and communications skills
- Excellent organizing and planning skills
- Supervisory experience and management and team building skills

#### 5. Others

##### Working with People:

- Respect for the views and contributions of other team members;
- Show empathy; listen, support and care for others;
- Build team spirit and reconcile conflict; be able to work independently and with the team;

##### Drive for Results:

- Strong desire to use his/her own professional expertise to create positive social impact;
- Result-oriented and time management skills
- Ability to travel locally, regionally and internationally, for approximately 30% of the total working days per year.

### V. APPLICATION

- Contact via email: [hr@cdivietnam.org](mailto:hr@cdivietnam.org)
- Application includes:
  - Curriculum Vitae with links to the publications/training materials (if any)
  - Cover Letter