

Plan in Vietnam Job Description

Job Title: Building Relationship Facilitator	Job grade: C1
Reports to: Program Unit Manager	Working Location: Program Unit
Unit/ Department: Program Unit	Effective date:
Staff directly supervised (position): No	

Purpose:

- Contribute to the success of Plan's sponsorship program by ensuring smooth sponsorship activities and partnership building in support for sponsorship work in the designated area
- Jointly open the Program Unit Office in Lai Chau province

Job Responsibilities:

Incoming/outgoing sponsorship communication and transaction in Program Unit

- Receive and transfer sponsorship documents.
- Provide information to National Office Inquiry (NOIs).
- Set up and maintain an appropriate filing system of sponsorship communications documents and training documents

Sponsorship activities

- Plan annual sponsorship activities for project areas
- Coordinate with partners to implement sponsorship activities
- Monitor the community's activities
- Facilitate quality control of sponsorship communications products
- Build and develop the relationship between sponsors and sponsored children
- Update Sponsorship Communication product management system (SCPMS)
- Share experience and lessons learned with regional and country Building Relationship network and provide comments / input to Sponsorship Manager the improvement of sponsorship activities

Provide training

- Facilitate and build up Community Volunteers (CV) team
- Develop CV networks
- Conduct training on sponsorship program for CV and project team

Sponsored Parent Visit (SPV) management

- Train the interpreter on Plan policies, procedures and sponsorship activities
- Organize SPV including information provision and visits arrangement
- Record and report sponsor parents visits

Partnership

- Build relationship with related partners to implement the activities of child protection and child participation
- Improve partners' awareness about Plan's activities
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Qualifications:

- University graduate in related fields

Experience:

- At least 2 years professional experience in related fields.
- Experience with NGO is an advantage.

Knowledge and skills:

- Knowledgeable child rights and relevant child protections issues,
- Skills in working with children,
- Well developed skills in facilitation, communication, organization, and interpersonal relationships,
- Ability to work independently or as part of a team,
- A pro-active, self-motivated, quality-driven personality,
- Good command of English,
- Computer literate with common Office packages.

We have carefully reviewed this Job Description and are satisfied that it fully and accurately describes the requirements of the position.

LINE MANAGER

Name:

Signature:

Date:

I have read the Job Description and discussed the contents and agreed with my line manager.

JOB HOLDER

Name:

Signature:

Date: