

JOB DESCRIPTION

PROJECT COORDINATOR

« Co-build a support system for combating child trafficking in South and Central Vietnam »

Based in HCMC in Vietnam with frequent travels in Phan Thiet

PE&D, founded in 1984, is a French NGO implementing projects centered on the child, the family, and the community, by paying special attention to women and girls. In its 4 countries of intervention (Cambodia, Vietnam, Nepal, and Burkina Faso), PE&D is, today, recognized for its experience in social work, protection against violence, vocational training, early childhood education and maternal and infant health.

Present in Vietnam since 1992, PE&D has implemented education projects for more than 15 years with minority ethnic groups in the North then settled in the South to work on issues of urban poverty, early childhood development, protection against gender based violence and fight against child trafficking.

GENERAL INFORMATION

Project title: “Contribute to build a support system, in conjunction with local authorities, for victims of child-trafficking in Southern and Central Vietnam”

Duty station: HCMC and Phan Thiet - Vietnam

Direct supervisor: Country Director

Work duration: full time – work at weekends/evenings may be required
6 months from end of January to July 2023 (replacement during maternity leave)

MAIN RESPONSIBILITIES

The Project Coordinator will work directly with local partners, in particular Capacity Building and Support Centre for Women and Children (CSWC), local authorities such as DOLISA, charity schools, and project beneficiaries.

1. Implementation and development of project activities

- Planification, implementation, and coordination of all project activities according to the project framework documents; The project coordinator is responsible for achieving the objectives set in the project, both qualitatively and quantitatively.
- Setting up the monitoring and evaluation framework and tools
- Monitoring and evaluation of activities and results obtained
- Strong presence in the field
- Reflection on future directions/strategy for the project in collaboration with the country director and PE&D director

2. Management of the project team (3 persons)

- Team leadership and organization of the team’s work
- Programming of activities with team members and daily follow-up
- Mobilization of external skills necessary for the project

3. Logistics, administrative and financial management, fundraising

- Ensures the logistics of the project (monitoring of equipment and inventory management)
- Elaboration of the project budget validated by the country director and the finance manager
- Financial follow-up of the project, with the finance manager (planning and control of expenses according to the approved budgets)
- Drafting of activity reports for donors/authorities according to the required formats and within the required deadline
- Drafting of PE&D annual activity report regarding the project
- Active participation in fundraising

4. Communication, coordination and capitalisation

- Coordination with the different technical, financial and institutional partners and the local and national authorities. Supervision and renewal of partnership agreements; Development of exchanges of experience and consultation with other housing actors in Vietnam (NGOs, international organizations).
- Collaboration and support to the local partner
- Mission of capitalization
- Active participation in internal and external communication

QUALIFICATIONS

Degree :

Master's Degree in Political / Social sciences, business school, human rights or development

Experience :

- At least 3 years of work experience in the field of I/NGOs
- At least 3 years of work experience on project on human trafficking

Skills :

- Excellent written and oral English - Vietnamese and French are appreciated
- Evidence of management skills and ability to transfer knowledge
- Strong communication skills both oral and in writing
- Excellent knowledge of MS office and design software
- Organization skills, rigor, creativity, autonomy and enthusiasm
- Ability to travel inside and outside the country

APPLICATION PROCESS

Please send a CV and a motivation letter in English to :

julia.levivier@planete-eed.org and cassandra.fallon@planete-eed.org