

FOL in Bayan-Ulgii AP

Location: [Asia & Pacific] [Mongolia]

Town/City: Bayan-Ulgii

Category: Field Operations

Job Type: Fixed term, Full-time

VACANCY ANNOUNCEMENT

Job title: **Field Operations Lead**

Location: Bayan-Ulgii Area Program

Full/Part time: Full-Time

Fixed term/Temporary: Fixed term

Deadline for application: October 11, 2021

PURPOSE OF POSITION

The purpose of the Field operations lead position is to provide strategic support and leadership to district level projects within a particular district to maximize the WV program impact. The position will provide leadership and supervision for the field level planning and collaboratively work with the Area Program team in under relevant strategies, policies and standards to achieve the overall program goal while focusing on children

and addressing the root causes of poverty by giving a holistic view of the Area Program.

MAJOR RESPONSIBILITIES

- Contributes World Vision Mongolia Urban Programming planning and implementation by co-developing issues based projects or programs
- Provide strategic guidance and insights on overall program implementation to maximize program impact in the district
- Provides strong and positive leadership to the Area program ensuring competent and motivated staff are hired and retained and high-performers identified and nurtured.
- Supports professional and personal development of Area program staff, with an emphasis on on-the-job coaching and facilitating ongoing action learning and reflection.
- Reviews the staff development plans on an annual basis cross checking them with National office integrated competency development plans.
- Conducts frequent conversations with staff to support their performance and development, and ensure World Vision's performance management processes are followed.
- Lead staff coordinating with Technical Program Coordinators in planning and implementing of Technical programs in the AP and ensure scope, quality, budget and schedule are met as per plan

- Lead Development Facilitators for developing Individual Plans for their Target Areas, Monitor progress and inform Regional Operation Lead on critical issues and implement the decisions
- Analyze Technical program and Community Engagement and Sponsorship Program guidelines, Plans, implementation processes and progress in the Area Programs, inform Regional Operation Lead on critical issues with recommendations for collaborative decision making with Technical Project Coordinators.
- Analyze problems of the community along with Development Facilitator and develop plans on sustainability, crosscutting elements, disaster risk reduction and advocacy
- Conduct reflections and analyze implementation mechanisms for developing/adopting/ Sharing best practices, Lessons learnt, Innovations and Changes in the Projects and Project management approaches
- Appropriate estimation, allocation, coordination, spending and distribution of all program resources, including monetary.
- Program effectiveness is regularly assessed and evaluated to ensure follow up on program review/audit.
- Promote World Vision International's core values of stewardship throughout the Area Program and Operations areas.
- Negotiates with the Technical Programme Managers on a realistic local implementation plan and adaptation, including budget and technical support as

required

- Provides oversight to ensure integrated monitoring plan includes children as part of programme/ Sponsorship integrated plan design process (including Integrated Activity Plan).
- Promotes establishment of children's rights networks and support policy that seeks to change structures and systems that jeopardise the right of children in coordination with advocacy.
- Ensure Most Vulnerable Children assessment and mapping are done within program area and ensure their involvement and benefiting from technical project interventions/ models.
- Submit proposals for startup funding and preposition World Vision Mongolia to address child wellbeing issues in the district / urban context.
- Coordinate and support Grant Acquisition Management team on the development of quality proposals/ concepts to contribute towards the wellbeing of Most Vulnerable Children within the district area.
- Guide and direct to mobilize resources effectively and efficiently
- Ensure corporate and other private donor engagement
- Develop and maintain good relationships with major (government/private) donors and World Vision Support Offices, including planning how to approach donors (government/private donors and support offices); streamlining strategic dialogues and overseeing the implementation process.

- Develop and maintain good relationships with National Office departments on Learning through Evaluation with Accountability and Planning-3 Technical Approaches/Programs, Humanitarian & Emergency Affair, Sponsorship and Advocacy. To participate in related events as appropriate.
- Act as a role model in advocating/promoting the organization and stakeholder transformation to World Vision's principles and vision.
- Manage donor concerns (government/private donors and support offices) ensuring proper resolutions for both parties have been reached.
- Initiate and maintain regular contact with other International non- government organizations, local non- government organizations and government officials to obtain experience and coordinate information regarding current and future works within the district area
- World Vision International Mongolia represented through coordination, liaison and building collaborative relationships with donors, other Non-government organizations, government authorities and other stakeholders and partners
- Maintain strong networking/ partnerships with Support Offices
- Timely submission of Area programs' reports compiling Development Facilitators reports and provide information for annual/ semiannual reporting to the Support Office
- Ensure financial reports and explanations of Technical Programs are adequately prepared and reported

- Ensures relevant information is made available for technical programme reports.
- Ensures monitoring info is used to improve programme performance.
- Manages Area program data on Horizon system
- Manages annual Area program wide reviews.
- Leads the process of continuous learning of Area program s' staff on Development program approach, program quality, humanitarian action and development aspects.
- Capture the program information and success stories, best practice and lessons learnt
- Communicate effectively World Vision's identity mission, vision, values and our approach to work in contextually appropriate ways

KNOWLEDGE/ QUALIFICATIONS FOR THE ROLE

Education

- University degree in Social science, Business Administration or related fields
- Project management certification is preferred
- IELTS certificate or equal certificates if preferred

Experience

- Minimum 3-5 years of work experience in Program/Project Development with a thorough understanding of all areas of program/project management cycles in a complex context or international organization
- Experience in leadership role at least 2-3 years
- Demonstrated track record in proposal development, funding acquisitions, grant implementation experience of major government donors preferred

Knowledge and Skills

- Demonstrated knowledge of Community-based development concepts including health, education, child protection, livelihood, food security, disaster management, and cross cutting themes (gender, protection, environment, and disability etc),
- Ability to work with a team provide timely support to the staff
- Ability to work on tight deadlines and take multi-tasking
- Strong interpersonal, negotiation and problem solving skills
- Excellent verbal and written skills in both Mongolian and English

Work Environment

- The position requires ability and willingness to travel domestically up to 30% of the time to target areas

Please send the below documents to recruitment_mongolia@wvi.org

- Curriculum Vitae
- Cover Letter
- Application Form
- Copy of Diploma(s)
- Copy of ID card

Address: 4th floor, Somang Plaza Building, 13 khoroolol, 15th khoroo, Bayanzurkh District.

Phone: 70155323 – 124, 125 and 128

Note: Only short-listed candidates will be contacted for further process.