

ROLE PURPOSE



Role Title: Advocacy Coordinator	Division: Global Program	Location: Ha Noi, Vietnam	Date: July 2024
Employment type: Full-time, Fixed-term contract	Reports to: Senior Program Manager	Number of direct reports: None	Leadership Band: Leads Self

Purpose of the role:

The **Advocacy Coordinator** is responsible for designing, delivering, and monitoring FHF's advocacy work in Vietnam. The work aims to achieve policy and practice changes that improve quality and access to eye care services.

The role is coordinating the implementation of an advocacy agenda for Vietnam aligned with FHF's global advocacy efforts and 2024-2028 Strategy, as well as managing relationships with key national decision-makers. The role will work closely with Vietnam's program team to support advocacy planning and implementation of advocacy activities within FHF projects, complementing project-based advocacy objectives with advocacy and engagement at the national level. Besides providing advocacy guidance, technical support, and capacity building to FHF Viet Nam staff and partners, the role also partly supports other FHF programs in the Vietnam cluster (Philippines, Indonesia, Pacific, and Timor Leste).

The **Advocacy Coordinator** will own the outcomes of:

1. Advocacy Leadership:

- Establish influential advocacy and policy relationships with government, NGOs, networks, and partners.
- Collaborate with project teams to maintain relationships with key policymakers.
- Represent FHF in national advocacy forums and groups in Vietnam and international events.

2. Capacity Building and Technical Support:

- Undertake capacity training for staff and partners in Vietnam.
- Provide technical support to other countries in the Vietnam Cluster about 10% of the time per month.
- Ensure integration of advocacy within program design and implementation (overall strategy, appropriate messages, influencing tactics, and monitoring and evaluation).

3. Advocacy Agenda and Initiatives:

- Develop, implement, and regularly review FHF Vietnam's advocacy agenda.
- Support government relationship initiatives with diplomatic posts of donor governments in collaboration with the Head Office.
- Analyse and identify policy window opportunities.
- Contribute to the development and implementation of advocacy-related projects.
- Monitor progress against FHF Vietnam's advocacy initiatives, sharing quarterly progress reports.

4. Communications and Branding:

- Work with the communications team and Global Offices to design advocacy materials.
- Synthesise evidence to promote The Foundation's eye health profile and branding.

5. Other Tasks:

- Perform other tasks as requested by your manager and country office.

Our Capabilities:

As a member of The Foundation Family, you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance, and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety, and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute to all interactions.



Essential Experience:

- Significant experience in policy development and/or the strategic planning and implementation of advocacy work in Vietnam, preferably with reputable international or national health development organisations.
- Proven experience developing policy advocacy strategies and initiatives targeted at various internal and external audiences.
- Significant experience engaging with policymakers and experts at senior levels in Vietnam to achieve advocacy objectives, preferably in a health-related context.

- A strong understanding of the Vietnamese government system, policy, and decision-making processes and protocols at the national and provincial levels.

Skills:

- Ability and demonstrated experience in designing and delivering training and capacity-building activities, preferably around advocacy and influencing.
- Ability to accurately gauge and synthesise evidence critical for advocacy purposes.
- Ability to manage relationships with senior government decision-makers on policy and practice issues in the Vietnam context, particularly at the national level.
- Demonstrated experience coordinating working groups or networks of partners and/or organisations working on issues of shared interest highly desirable.
- Excellent negotiation, conflict resolution and issue management skills, and ability to develop relationships at all levels.
- Excellent verbal and written communication skills with high proficiency in English and Vietnamese.
- Resourcefulness, flexibility, and ability to prioritise and handle multiple requests concurrently and to work to tight deadlines when necessary.

Desirable Experience:

- Significant experience working in government at national or provincial levels is highly desirable.
- Experience working in advocacy, policy or campaigning in Vietnam is highly desirable.

Qualifications:

A master’s degree and/or significant experience working in health and social policy, public health, or international development.

The position involves:

This position does involve “Working with Children” either direct or indirect.

Travel:

International and Domestic

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details.

To work in The Foundation, you will:

- Be eligible to work in Vietnam.
- Undergo background checks including criminal records and qualifications check.
- Undergo working with children check for positions that are identified as working with children