

Job Description

Job Title:	MANAGER PROGRAMME DEVELOPMENT (PARTNERSHIP)	MPD
Directorate:	Programme Priority 2 (PP2)	
Reports to:	Director Programme PP2	Grade: Grade 3
Location:	Head office with travels to the field and internationally as required	
Direct Reports:	None	
Role Overview		
<p>The Manager Programme Development (Partnership) facilitates AAV in a coordinated effort to generate more and more diverse resources on a sustained basis; is ensures AAV efforts to deepen relationships with institutional and high value donors in country and to build knowledge and analysis of local aid trends.</p> <p>The Manager Programme Development (Partnership) explores the opportunities for local fundraising from high value donors; facilitates linkages between the Country Programme, Operations team and the Women’s Rights and Public Services Programme Directorate and deliver objectives within AAV and builds the capacity of AAV’s functions and partners on fundraising and contract management issues.</p> <p>He/she requires stakeholders and relevant staff to supply sufficient information and prepare proposal and reports following donors’ requirements of quality, format and deadline. Requires relevant departments/functions for the purpose of donor influencing and advocacy.</p>		
Role Accountabilities		
Key Accountabilities/ Responsibilities:	Activities	
[I] Promotes AAV’s institutional fundraising	<ol style="list-style-type: none"> 1. Spearhead the development and implementation of AAV’s institutional resource mobilization strategy, based on agreed priorities and themes. 2. Coordinate AAV’s institutional relationships in an effort to ensure a sustainable increase in the volume and value of grants, competitive bids, and tenders. 3. Provide core capacity in the design and development of project proposals, concept note in line with CP strategic plans, for submission to institutional donors. 4. Maintain oversights of all donor funded projects in country to ensure Partnership funded projects are well managed. 5. Support project staff in the development of appropriate project and contract management tools (reporting schedules, tracking systems, etc.). 6. Oversight of all institutional donor networking, communication, and reporting. 7. Contribute to strategic decision making within AAV, particularly in relation to funding planning and resource generation/management. 8. Donor database is updated and managed with relevant data well stored and kept in both soft and hard copy 	
[II] Ensures donor influencing/ donor servicing	<ol style="list-style-type: none"> 9. Arrange and conduct meetings with donors each year for donor influencing and building relationship. 10. Provide fully researches and gathering information related to donors to ensure the quality of project proposals. Do donor scoping per year, with new donors to Vietnam /ActionAid Vietnam identified. 11. Plan and organize donor visits. 	

	<p>12. Submit quality reports to donors within the reporting deadlines and in accordance with donors' requirements.</p> <p>13. Well negotiate funding contract to ensure the compliance with AAV's direction and priority.</p> <p>14. Provide advices on contract managements relevant to different donors to CD and CLT for suitable contract management and donor servicing.</p> <p>15. Ensure communication with donors and/or institutional fundraisers on all relevant contract matters such as implementation, financial reporting and other accountability issues.</p>
<p>[III] Facilitate AAV's contract management and institutional fundraising</p>	<p>16. Carry out coordination in implementation of AAI policies and guidelines related to the partnership development with institutional donors</p> <p>17. Conduct training on proposal development, report writing, Project Cycle Management as per request.</p> <p>18. Facilitate inception workshop for new partnership projects (with institutional donors) on donor introduction, contract management etc.</p> <p>19. Strengthen system for Finance and Programme staff to monitor progress in the implementation of institutional projects</p> <p>20. Develop and support appropriate formats to ensure timely reporting to institutional donors.</p> <p>21. Support programme staff to monitor and manage institutional partnership project implementation through the establishment and followed-up of project accountability systems.</p> <p>22. MOUs and contracts management are supported by drafting MOUs based on templates with relevant donors.</p>
<p>[IV] Liaison and networking</p>	<p>23. Carry out liaison and sharing related information with staff both at the regional and international level on institutional donors.</p> <p>24. Undertake participation in and contribution to regional forums and initiatives</p>
<p>[V] Strengthens AAV's staff capacity for partnership and institutional fundraising</p>	<p>25. Induction is regularly provided for programme staff on grant and contract management and other related knowledge.</p>
<p>[VI] Supports the nationalization of ActionAid Vietnam</p>	<p>26. Ensure participation in relevant tasks assigned to support the operation of the Aid for Social protection Programme Foundation Vietnam (AFV), the strategic partner of AAV</p> <p>27. Provide assistance for the smooth transition of ActionAid Vietnam in the nationalization process</p>
<p>[VII] Safety & Security</p>	<p>28. The Safety and Security Plan, Procedures and guideline by AAI and AAV are followed.</p> <p>29. The safety and security procedures for staff are implemented.</p> <p>30. Risks for staff safety and security are timely reported to Security Focal Person or Head of Department.</p>
<p>[VIII] Others</p>	<p>31. Other tasks as assigned by line manager are well performed.</p>

Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • University degree in social science, marketing, economic development or any relevant field
Experience	<ul style="list-style-type: none"> • Minimum 3 years of experience working in the development sector. • Experience of working within a multi-cultural team
Essential knowledge and skills	<ul style="list-style-type: none"> • Networking, influencing and interpersonal • Resource Mobilisation for grants and projects • Outstanding program/project design and program cycle management and coordination skills • Work under pressure and tight deadlines

This job description covers the main task and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs. It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI's values, which are: Mutual respect, Equity and Justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility

Prepared by
HR Department

Reviewed by
Executive Director

Accepted by
Name of staff

Signature
Date

Signature
Date

Signature
Date