

JOB DESCRIPTION



Changing the world through Education

Job title	Project Manager – Access and Quality of Education	Office	Hanoi, Vietnam
Type of employment	Project based Contract	Department	Programme
Reports to	Head of Programme	Grade	E
Subordinate	Project Officers	Gross salary	USD 1,100 – USD 1,400/month
Background	<p>Aide et Action International (AEAI) is an international nongovernmental organisation working in more than 19 countries across Africa, Europe, South Asia, and Southeast Asia to support the development of sustainable education projects. We believe in the universal right to a quality education and for 40 years, have based our interventions around this ethos.</p> <p>Our vision: Changing the world through education.</p> <p>Our Mission: Aide et Action ensures access to quality education for the most vulnerable and marginalized populations, especially children, so they can take charge of their own development and contribute to a more peaceful and sustainable world. Aide et Action’s staff operate in the spirit of shared decision-making, which demands team-work, transparency, mutual respect, integrity, personal initiative, creativity, and professional discretion.</p> <p>Our projects in Southeast Asia started in 2001 with local partners and government agencies in Cambodia, Vietnam, and Lao PDR to enhance the quality of education as well as to facilitate the access to quality education.</p>		
Position Overview	<p>The incumbent will be responsible for managing projects relating to Access & Quality of Education thematic. S/he will take a lead in design, overall management and, provide technical support to ensure the smooth operation and implementation of the projects. This position will also manage communications, overseeing strategic direction, provide support and resources to enable the active engagement of different target audiences to strengthen the organisational profile.</p>		
Core Accountabilities			
Major Responsibilities			
<ul style="list-style-type: none">  Project Management <ul style="list-style-type: none">  Provide technical advice and direction to implementing partners, project staff and, other development partners to ensure program effectiveness; 			

- 👉 Prepare all necessary activity implementation documents including project proposal, detailed work plans and partnership framework to obtain approval from local authority for project implementation;
- 👉 Proactively manage project issues, risks and opportunities in consultation with the Head of Program, partners and stakeholders;
- 👉 Conduct field visits to monitor program progress and implementing partner performance at the local and district levels and provide recommendations to improve performance;
- 👉 Provide staff with frequent coaching and adequate trainings on project financial management;
- 👉 Manage project finance related issues to ensure that planning and budgeting, procurement process, expenditures are met in a timely manner and adhered to the office and donors' requirements;
- 👉 Mobilize and sensitize the communities of the targeted locations and all other education stakeholders for the implementation of the projects;
- 👉 Supervise staff and provide them with guidance to ensure overall quality and comprehensive management of technical program;
- 👉 Ensure effective communication and coordination with donors, local partners and stakeholders in the education sector;
- 👉 Perform other tasks as required.

👉 **Resource mobilisation and Advocacy**

- 👉 Mapping of donors and potential partners as well as understanding of key government strategic plans/priorities in the education sector;
- 👉 Obtain evidence from education programs and data from assessments to inform policy at provincial and national level;
- 👉 Contribute to the development of project proposals that relates to the theme of Access and Quality of Education;
- 👉 Engage where appropriate in advocacy of related education issues.

👉 **Monitoring, Evaluation and Reporting**

- 👉 Coordinate the preparation and implementation of M&E plan for each project based on the indicators agreed in the project documents, including collect evidences and best practices;
- 👉 Assist field staff to prepare monthly report, and ensure timely submission of relevant activity reports;
- 👉 Monitor and evaluate the progress of the projects to ensure donor compliance through effectively managing staff, partners, and consultants to achieve the expected deliverables;
- 👉 Produce quality reports as required by the organisation and donors including progress and annual reports;
- 👉 Assist consultant team to conduct/produce mid-term and final evaluation reports of high quality.

👉 **Networking**

- 👉 Build and maintain good relationship with national, provincial and district agencies mandated to the theme as well as with NGOs and research institutions working on educational related issues;

<ul style="list-style-type: none"> 👉 Represent AEA in a wide variety of events, including conferences, workshops and other relevant forums on education. <p>📌 Team Contribution</p> <ul style="list-style-type: none"> 👉 Constructively contribute and collaborates with all colleagues to achieve the organizational goals; 👉 Expand the capability and development of the AEA members by utilizing mixed interventions e.g. sharing the knowledge, experiences and expertise, coach junior staff/outsource, etc. 👉 Deliver high quality work that provides a conducive environment to our operating environment; 👉 Comply with all legislations and the organisation’s policies and procedures. <p>📌 Values and Behaviour</p> <ul style="list-style-type: none"> 👉 Role model behaviour to support and promote organizational culture, growth, performance and image; 👉 Actively supports the organization commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO); 👉 Agrees and actively demonstrates the organisational values: <ul style="list-style-type: none"> ○ Dignity ○ Inclusion ○ Integrity ○ Solidarity ○ Transparency and Accountability

Criteria	
Qualification	<ul style="list-style-type: none"> 👉 Bachelor degree is required. Master degree will be an asset
Experiences	<ul style="list-style-type: none"> 👉 At least 5 years of experience in Project Management and working in development sector, especially with disadvantaged children and people; 👉 Experiences in dealing with different institutional donors: EU, AFD, and individual donors; 👉 Demonstrated ability to plan, prioritise and organise project tasks, in order to meet deadlines, budgets and maintain desired work outcomes, including the proven ability to work effectively within an outcome-focused, team-oriented environment; 👉 Good oral and written communication skills in Vietnamese and English. French is an asset.
Core Competency	<p>Good level in following core competency:</p> <ul style="list-style-type: none"> 👉 Working with People: Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.

	<ul style="list-style-type: none"> 👉 Communicating Effectively: Effectively shares information among others to reach a common understanding , to allowed informed decision-making and as a basis for coordination as well as quick and effective performance across the organization; is proactive in communicating and keeps the needs of the receiver in mind in particular internal and external stakeholders and clients; follows up on communications; engages in constructive 2-way feedback; listens actively and consults others as required before communicating 👉 Drive for Results: Sets high standards for quality of work; monitors and maintains quality of work; works in a methodical and orderly way; consistently achieves project goals; focuses on the needs and satisfaction of internal and external stakeholders; accepts and tackles demanding goals with enthusiasm; 👉 Child Projection: Perform the highest standard to ensure child safeguarding in according with our Child Projection Policy.
Others	<ul style="list-style-type: none"> 👉 Track record of problem solving, partner negotiation and advocacy 👉 Strong sense of teamwork and collaboration 👉 Ability to work independently and make sound decisions to execute on goals 👉 Strong knowledge of the international development donor community 👉 Ability to multi-task and meet tight deadlines 👉 Ethical and principled decision-making 👉 Enjoys creativity and learning new ways of doing things to remain current and up to date on industry trends

STARTING DATE: As soon as possible

HOW TO APPLY: The interested candidates who meet the qualifications are invited to send their CV and a cover letter with 3 (three) references to the following address: hr.vietnam@aide-et-action.org with the subject title **[A&QPM-0821] Candidate Name**.

Application Deadline: August, 15th 2021 (The recruitment process may end sooner if we find the suitable candidates).

Note: This position is for Vietnamese national only. Only shortlisted candidates will be contacted for further information and discussion.