

Job Title:	HEAD OF PROGRAMME DEVELOPMENT (PARTNERSHIP)	HoP
Directorate:	Programme Priority 1 and Program Priority 2	
Reports to:	Director Programme PP1 and PP2	Grade: Grade 2
Location:	Head office with travels to the field and internationally as required	
Direct Reports:	Manager Programme Development (Partnership) of PP1 and PP2	
Role Overview		
<p>The Head of Programme Development (Partnership) provides strategic inputs to implementation of ActionAid Vietnam (AAV)'s plans to deliver all commitments, especially those set in Country Strategy Paper (CSP VI) and policy advocacy. (S)He also 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 Head of 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. 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] Organizational Development and Representation	<ol style="list-style-type: none"> 1. Make contribution to strategic decision-making process particularly in relation to fundraising and partnership 2. Provide inputs to ensure AAV’s strategic planning and organizational policy development 3. Track trends in contemporary development programming and programme management practices, document and provide advice/recommendations on key developments 4. Represent AAV to provide and coordinate country level inputs and participation in the international program processes, strategies and plans 5. Represent AAV to attend various fundraising and partnership-related networks and alliance meetings, knowledge sharing and learning forums, document and share feedback with the team. 	
[II] Strategy Development and Implementation	<ol style="list-style-type: none"> 6. Support the Programme Director (PP1 and PP2) to facilitate the development of both strategic and 3-year plans in accordance with CSP6 and 3-year planning guidelines for both ActionAid Vietnam and Aid for Social Protection Programme Foundation Vietnam – a strategic partner of ActionAid Vietnam 	
[III] Human Resources Management	<ol style="list-style-type: none"> 7. Ensure an enabling environment for supervised staff performance, make recommendations to the Programme Director of PP1 and PP2 for staff recognition and reward to encourage staff productivity, innovation and performance (e.g. facilities, equipment, duty facilitation, team building etc.) 	

	<ul style="list-style-type: none"> 8. Direct and supervise the function of supervised staff to ensure that they are appropriately motivated and trained and that they carry out their responsibilities to the required standards 9. Involve in recruitment of staff under supervision 10. Provide induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively 11. Assign performance objectives and conduct comprehensive performance appraisal of supervised staff and provide/obtain feedback when necessary to/from supervised staff 12. Work with HR Function to identify training needs, development opportunities and recommend relevant training for supervised staff
<p>[IV] Promotes AAV's institutional fundraising</p>	<ul style="list-style-type: none"> 13. Spearhead the development and implementation of AAV's institutional resource mobilization strategy, based on agreed priorities and themes. 14. Coordinate AAV's institutional relationships in an effort to ensure a sustainable increase in the volume and value of grants, competitive bids, and tenders. 15. Provide core capacity in the design and development of project proposals, concept note in line with CP strategic plans, for submission to institutional donors. 16. Maintain oversights of all donor funded projects in country to ensure Partnership funded projects are well managed. 17. Support project staff in the development of appropriate project and contract management tools (reporting schedules, tracking systems, etc.). 18. Oversight of all institutional donor networking, communication, and reporting. 19. Contribute to strategic decision making within AAV, particularly in relation to funding planning and resource generation/management. 20. Donor database is updated and managed with relevant data well stored and kept in both soft and hard copy
<p>[V] Ensures donor influencing/ donor servicing</p>	<ul style="list-style-type: none"> 21. Arrange and conduct meetings with donors each year for donor influencing and building relationship. 22. 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. 23. Plan and organize donor visits. 24. Submit quality reports to donors within the reporting deadlines and in accordance with donors' requirements. 25. Well negotiate funding contract to ensure the compliance with AAV's direction and priority. 26. Provide advices on contract managements relevant to different donors to CD and CLT for suitable contract management and donor servicing. 27. Ensure communication with donors and/or institutional fundraisers on all relevant contract matters such as implementation, financial reporting and other accountability issues.
<p>[VI] Facilitate AAV's contract management</p>	<ul style="list-style-type: none"> 28. Carry out coordination in implementation of AAI policies and guidelines related to the partnership development with institutional donors

<p>and institutional fundraising</p>	<p>29. Conduct training on proposal development, report writing, Project Cycle Management as per request.</p> <p>30. Facilitate inception workshop for new partnership projects (with institutional donors) on donor introduction, contract management etc.</p> <p>31. Strengthen system for Finance and Programme staff to monitor progress in the implementation of institutional projects</p> <p>32. Develop and support appropriate formats to ensure timely reporting to institutional donors.</p> <p>33. Support programme staff to monitor and manage institutional partnership project implementation through the establishment and followed-up of project accountability systems.</p> <p>34. MOUs and contracts management are supported by drafting MOUs based on templates with relevant donors.</p>
<p>[VII] Liaison and networking</p>	<p>35. Carry out liaison and sharing related information with staff both at the regional and international level on institutional donors.</p> <p>36. Undertake participation in and contribution to regional forums and initiatives</p>
<p>[VIII] Strengthens AAV's staff capacity for partnership and institutional fundraising</p>	<p>37. Induction is regularly provided for programme staff on grant and contract management and other related knowledge.</p>
<p>[IX] Supports the nationalization of ActionAid Vietnam</p>	<p>38. 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>39. Provide assistance for the smooth transition of ActionAid Vietnam in the nationalization process</p>
<p>[X] Safety & Security</p>	<p>40. The Safety and Security Plan, Procedures and guideline by AAI and AAV are followed.</p> <p>41. The safety and security procedures for staff are implemented.</p> <p>42. Risks for staff safety and security are timely reported to Security Focal Person or Programme Director of PP1 and PP2.</p>
<p>[XI] Others</p>	<p>43. Other tasks as assigned by line manager are well performed.</p>
<p>Person Specification</p>	
<p>Education & Certifications</p>	<ul style="list-style-type: none"> • University degree in social science, marketing, economic development or any relevant field
<p>Experience</p>	<ul style="list-style-type: none"> • Minimum 3 years of experience working in the development sector. • Experience of working within a multi-cultural team
<p>Essential knowledge and skills</p>	<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

act:onaid Job Description and Personal Specification

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

Signature

Date

Reviewed by
Executive Director

Signature

Date

Accepted by
Name of Staff

Signature

Date