



JOB DESCRIPTION

JOB TITLE:	Senior Finance and Operation Manager	DEPT: Orbis Vietnam
REPORT TO:	Country Director	DATE: January 2022

INTRODUCTION

Orbis International is a nonprofit global development organization dedicated to saving sight worldwide. Our mission is to preserve and restore sight by strengthening the capacity of local institutions in their efforts to prevent and treat blindness. Our goal is a world in which no one is needlessly blind, where quality eye care is available to everyone. Since 1982, ORBIS has treated and transformed the lives of more than 10 million people in 87 countries.

Orbis has been working in Vietnam since 1996, supporting the country's efforts to prevent and treat avoidable blindness, especially among children, marginalised rural communities, and people with diabetes. Orbis established a permanent office in Vietnam in 2003.

Orbis Vietnam works closely with the Ministry of Health, medical universities, and eye care institutions to strengthen the overall eye health system of the country. Orbis also implements training programs that are building the skills of entire eye care teams across the country – from health workers in rural clinics to eye surgeons in urban centers.

JOB SUMMARY

The Finance and Operation Manager (FOM) supports Country Director in guiding and shaping Orbis Vietnam's organizational development. The position will be highly strategic in nature, ensuring continual growth, innovation, and efficiency for the organization. The FOM oversees finance, administrative, and human resource management and effective integration of support functions to ensure high performance, efficient operating systems, and the ability to deliver high quality of projects, programs and results. The FOM is instrumental in improving organizational policies, procedures, and management systems, and ensuring compliance with Orbis policies and procedures, donor standards, local laws, globally accepted norms and best practices in NGO operations. The FOM is the OI Finance focal person at the country office level and work closely with the New York Finance team.

REPORTING & WORKING RELATIONSHIPS

The FOM reports to the Country Director and works closely with the country team, the Finance and HR colleagues in the Region and New York headquarters;

ESSENTIAL JOB FUNCTIONS / KEY AREAS OF RESPONSIBILITY

Financial Management (60%)

- ✓ Ensures that Orbis Vietnam has sound financial systems with robust internal controls, in accordance with organizational, donor standards, and legislative requirements.
- ✓ Oversees all finance and accounting functions in accordance with Orbis policies and procedures and applicable laws.
- ✓ Leads the development of annual work plan and budgeting processes ensuring compliance with Orbis's policies and timelines.

- ✓ Directs, coordinates, produces accurate and timely financial and management reports to country director, OI headquarter, and donor organizations according to requirements, including but not limited to timely submission of accurate and complete monthly financial reports along with supporting schedules, reconciliations, and variance analysis and justification.
- ✓ Leads the country office audits and collaborate closely with internal and external auditors and ensure corrective actions are timely prepared and implemented.
- ✓ Leads all grant administrative management functions including but not limited to tracking of restricted funding information/regulation, submission of financial report, monitoring of project spending, proper allocation of resources, and grant closure.
- ✓ Ensure all approved grants and no-cost extension are timely shared with the Grant Manager in New York; and ensure all donor reports are reconciled with MIP figures and reviewed by New York Finance before submission to donors.
- ✓ Conduct partner financial pre-assessment, financial monitoring/audit in accordance with Orbis sub-recipient pre-assessment and monitoring policy.
- ✓ Represents Orbis with government and legal authorities, as required, on financial and tax issues, keep abreast and ensure compliance with government regulations regarding financial management.
- ✓ Ensure compliance with Vietnam statutory requirement, ensure all dues to the Vietnam Government (such as payroll taxes) are correctly calculated and paid fully on time.
- ✓ Ensure all financial transactions are timely and accurately entered in MIP and deadline for monthly financial reporting to OI headquarters is met.

Strategic & General Management (15%)

- ✓ Provides strategic thought and leadership on developing and overseeing the implementations of support functions include Finance, Human Resource Management, IT, Procurement, and PR& communication.
- ✓ Guides the organizational change process and deliver continual improvements in key operational areas.
- ✓ Promotes the organizational values, principles, attitudes, behaviors, strategies and standards.
- ✓ Establish policies that promote this organizational culture and vision in work place.

Human Resource and Organizational Management (15%)

Oversees the successful implementation of the human resource strategy including organizational restructuring, recruitments, compensations, benefits administration and oversight; professional training and development, including new employee orientation; retention and succession strategies; regulatory oversight and legal compliance

- ✓ Ensures that the organization has a consistent performance management process and that staff follows the process throughout the year and that the outputs are filed, recognizes good performance and dedication of staff members, and address performance issues.
- ✓ Identifies critical capacity requirements of country workforce (for both Orbis and partner's staff) and take the necessary steps to address the needs and strengthen the organization.



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- ✓ Develops and implements the staff development plan to ensure the highest level of learning, development and retention, monitors progress against these.

Administrative Management Duties (10%)

- ✓ Ensures the legal requirements of Orbis and contractual partnerships and agreements are credible and up to date (MOU, contracts, leases, and other legal documents)
- ✓ Oversees the implementations of the procurement to eliminate deficiencies in procurement
- ✓ Ensures the ongoing maintenance and updating of information systems and infrastructure
- ✓ Ensures smooth daily operations of physical and equipment for all Orbis field offices;
- ✓ Promotes effective communications and information flow among Orbis field offices, units, and ensures that enabling systems and mechanisms are in place.

Other Management

- ✓ Performs other duties as assigned.

QUALIFICATIONS & EXPERIENCE

- Vietnamese citizen;
- At least 10 years working experience in related field
- Proficiency in Microsoft Office (Word, Excel, PowerPoint);
- Master degree in Public Administration and Accounting/ Finance is preferred;
- Working experience in development sector, especially NGOs and community groups;
- Strong background knowledge of funding situation in Vietnam is preferred;
- Sound experience in managing USAID, EU and multi donor funded projects is an advantage
- Has skills in project finance management, presentation and communication;
- Has strong experience working with the Ministry of Health or in public health is preferred.
- Good knowledge of spoken and written Vietnamese and English;
- Ability to work in a team environment without direct formal hierarchy;
- Demonstrates flexibility, adaptability and initiative;
- Motivated team player/leader who can manage his/her own project and provide support to team;

SKILLS & ABILITIES

- Excellent team building, organizational, analytical, and communications skills. He or she will be performance driven with the ability to motivate and develop human potential.
- Skills mix should include organizational development, human resource management, budget and resource development, strategic planning, and familiarity with information technology.
- Initiative, judgement, flexibility, attention to detail, ability to prioritize and work effectively under time constraints, service to others, and solution oriented
- Personal qualities of integrity, credibility, and commitment to Orbis's mission.
- Excellent people, team building to facilitate the work of others, communications skills (English and Vietnamese) and ability to create and excel in a dynamic working environment.
- Ability to travel up to 20% of the time, especially when the Orbis flying hospital is coming to Vietnam.
- Excellent team building, organizational, analytical, and communications skills.



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INSTRUCTION FOR APPLICATION SUBMISSION

The interested candidate, please submit: A letter of interest, CV in English and supporting documents (if any) electronically to email admin.vietnam@orbis.org, cc ngoc.pham@orbis.org or to Orbis Vietnam Office:

Attn: Ms. Huong Phung

Room 303-304 E4B, Trung Tu Diplomatic Compound

No 6 Dang Van Ngu, Dong Da, Hanoi

Deadline of submission: **no later than Sunday, February 13, 2022**

Only short-listed candidate will be contacted

Please follow us on [Orbis Vietnam | Facebook](#) to learn more about what we are doing.

To learn more about Orbis International, go to <http://www.orbis.org>

Orbis is an Equal Opportunity Employer.

As a global organization, we welcome qualified applicants from diverse backgrounds and cultures who reflect the five Orbis values of Trust, Caring, Commitment, Accountability, and Excellence.