

JOB DESCRIPTION

Job title	Program Officer – Livelihood Education	Office	Hanoi
Type of employment	Fixed-term Contract	Department	Program
Reports to	Project Manager	Functional reports to	
Gross salary	US\$750 – US\$900	Grade	G
Background	<p>Aide et Action (AEA) International officially becomes Action Education (AE) International on 1st January 2023. AEA (AE) is an international non-governmental 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: AEA (AE) 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. AEA (AE)'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>Reporting to the Project Manager, the post holder will be responsible for the implementation of projects under Livelihood Education Program in Lao Cai & Hoa Binh provinces in coordination with local partners and other team members to ensure effective delivery of the project outcomes.</p>		
Core Accountabilities			
<p>Being a member of Livelihood Education Program, the post holder will be directly in charge of the implementation of projects under the program, with main responsibilities as follows:</p> <ul style="list-style-type: none"> • Coordinate the implementation of projects under Livelihood Education Program (on career orientation, vocational training, and entrepreneurship), including planning, monitoring and reporting of project budget and activities; • Develop and maintain strong relationship with local and national partners; • Work closely with program team members and partners to plan, implement, monitor and report on activities and ensure smooth implementation of project activities; • Provide technical support to partners and monitor project progress, project budget and spending; review and provide feedback on narrative/financial plans and reports prepared by project partners in consultation with PM; • Implement and report on activities that are directly implemented by AEA; • Maintain log of contacts and performance records of consultants, experts, partners, and beneficiaries; • Actively network with relevant working groups, actors, corporates, government agencies to develop and implement joint initiatives and advocacy events at local or/and national level(s); • Be in charge of administrative, financial and procurement procedures of project activities; 			

<ul style="list-style-type: none"> • Take other responsibility as request by PM. <p>Values and Behaviour</p> <ul style="list-style-type: none"> • Promote and be a role model to support organizational culture, growth, performance and image; • Actively support the organization commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO); • Actively demonstrate the organizational values: Freedom: We respect people’s rights Respect: We value differences Solidarity: We are stronger together Equity: We treat people equally Integrity: We stand up what is right 	
Criteria	
Qualification	<ul style="list-style-type: none"> • BA Degree is required • At least 3 years of experience in a relevant discipline, such as vocational training, entrepreneurship, inclusive business, agricultural economics, and business administration
Experiences	<p>Proven track record in development in projects preferably in international development organizations on the following themes:</p> <ul style="list-style-type: none"> • Entrepreneurship/private sector development • Inclusive business/market-based approaches • Vocational education and training • Multiple stakeholder facilitation, public private partnership • Experience working for projects funded by international donors like AFD, EU, ...
Core Competency	<ul style="list-style-type: none"> • Good communicator who is open, honest and supportive of others • Accept and implement changes as requested by management • Excellent networking skills; ability to engage with the public and private sectors, as well as civil society
Others	<ul style="list-style-type: none"> • Strong desire to use his/her own professional expertise to support grass social enterprises to create positive social and environmental impact • Prior experiences in a fast-paced organization aiming for results and growth. • Capacity to identify relevant social, financial, human and intellectual resources for the project implementation • Basic skills in project management, including project planning, implementation, monitoring and evaluation • Show a strong commitment and passion to social innovation and social entrepreneurship development • Sound knowledge on social issues including gender equality, social impact business, human rights, ... • Good written and verbal communication and presentation skills in both Vietnamese and English • Good French skills is a plus

DUTY STATION: 2F, VNCC Building, 243 De La Thanh Street, Lang Thuong Ward, Dong Da District, Ha Noi

STARTING DATE: As soon as possible

HOW TO APPLY: The interested candidates are invited to send their CV and a cover letter with three (03) references to the following address: hr.vietnam@action-education.org with the subject **[VNM019 – Program Officer] Candidate Name**, by 5PM, 20 January 2023.

Note: This position is for Vietnamese nationals only. Only shortlisted candidates will be contacted for further steps.