

## JOB DESCRIPTION

<b>Job title</b>	Head of Programmes	<b>Office</b>	Ha Noi, Viet Nam
<b>Type of employment</b>	One year – renewal	<b>Department</b>	Programme Department
<b>Reports to</b>	Country Director	<b>Grade</b>	\$2,000 - \$2,400 gross
<b>Career Band</b>	Management		
<b>Background</b>	<p>Aide et Action (AEA) International officially becomes Action Education (AE) International on 1<sup>st</sup> January 2023. AEA (AE) 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><b>Our vision:</b> Changing the world through education.</p> <p><b>Our Mission:</b> 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. Aide et Action’s staff operate in the spirit of shared decision-making which demands teamwork, 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>		
<b>Position Overview</b>	<p>The position is a member of the Country Management Team and is responsible for leadership and management of program’s development, implementation and M&amp;E. The Head of Programmes will take the lead of our programs and provide supervision and technical support in order to achieve project sustainability and success in accordance with defined target, strategies and goals. As a senior staff in AEA (AE), Head of Programmes will represent AEA (AE) in different national and international forums to network and promote the image of AEA (AE) and its programmes. S/he also assists the Country Director in the development of the country strategy, organisational development and partnership building.</p>		
<b>Core Accountabilities</b>			
<b>Leadership and Collaboration</b>			
<ul style="list-style-type: none"> <li>• Role model in achieving a high standard in the country’s program policies and procedures, values and leadership;</li> <li>• Proactively contribute to the evolution and development of country strategy;</li> <li>• Ensure that all that staff under supervision have clear performance goals, indicators and development plans which enable them to succeed;</li> </ul>			

- Ensure that staff members are given opportunities for development and training, as discussed and agreed, and provide support to the capacity building planning for program positions;
- Ensure the effective management of the division's resources (financial, technical and operational) in order to achieve the strategic objectives;
- Effectively select, retain and develop staff's talents, experiences and skills to build a strong organization;
- Proactively lead a team to ensure a high standard of employee engagement;
- Support the compliance with all legislations and the organization's policies and procedures.

### **Program implementation**

- Provide overall strategic and technical leadership in the design, development, planning, budgeting, and implementation of the Program Strategy;
- Develop and manage the flow of information regarding AEA (AE) 's evolving key concepts programming, social enterprise concepts, to both internal and external stakeholders, with a particular focus on changes in plans and overall programs progress, challenges and achievements;
- Stay informed about research and trends in the area of international education and recommend improvements for AEA (AE) and global programs accordingly;
- Lead the implementation of program/projects and support the implementation of country programs;
- Develop relationships and partnerships and negotiate with international and national partners as well as government and donors for existing and future program development opportunities within the country;
- Assist the Team in preparing high-quality reports to meet with donors' and investors' requirements.

### **Development/Programme Effectiveness**

- Ensure program quality through designing and implementing effectiveness systems (monitoring and evaluation, accountability, learning etc.);
- Provide effective support to put in place best practices and lessons learnt for educational programs so they can be shared and/or replicated across the intervention countries;
- Support/ensure the documentation and communication of best practices, AEA (AE) and donors' visibilities that are coherent with the strategy, policy, systems & processes;
- Facilitates the exchange of learning/experiences across local, national and international contexts, relevant to the country and region;
- Represent AEA (AE) externally to ensure our experiences helps shape the development agenda and remain abreast of developments in donor and peer agency approaches to development effectiveness;
- Undertake advocacy as required for AEA (AE)'s development work and any related significant issues to achieve strategic objectives.

### **Programme Development/Resources Mobilization**

- Support the development and implementation of Resources Mobilization strategies, aligned with other relevant organization corporate strategies (including Fundraising, Programs, and Advocacy) to position AEA (AE) and program quality strongly within the regions and to secure agreed revenue targets

- Lead/co-lead concept note, proposal and budget development for institutional and other major funding agencies, and ensure adherence to specific donor requirements and organizational standards.
- Support in identifying and developing opportunities for emerging and innovative financing, and advise on appropriate strategies and approaches to seize them
- Work closely with the Country Director and the Programme and Partnership Manager to establish and sustain partnerships

**Team Contribution**

- Constructively contribute and collaborate with all colleagues to achieve the organizational goals.
- Deliver high quality work that provides a conducive environment to our operating environment.
- Comply with all legislations and the organization’s policies and procedures.

**Values and Behaviour**

- 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:
  - Dignity
  - Inclusion
  - Integrity
  - Solidarity
  - Transparency and Accountability

**Criteria**

<p><b>Qualification</b></p>	<ul style="list-style-type: none"> <li>• A Master’s Degree in Project Management, Social Science, Education, International Development, International Relations or related disciplines;</li> <li>• Extensive knowledge of the Vietnamese education system and technical areas relevant to AEA (AE);</li> <li>• Education setting, and practice, theory of change, result-based management, project cycle management, measurement of quantitative and qualitative impacts;</li> <li>• Ability to develop and link program metrics to program outcomes and to articulate and promote strong monitoring and evaluation systems and procedures;</li> <li>• Broad knowledge with key donors including European Union, USAID, AFD, etc.;</li> </ul>
<p><b>Experiences</b></p>	<ul style="list-style-type: none"> <li>• At least 10 years professional experience in a programme management role, with demonstrated successes in managing teams, program implementation</li> </ul>

	<p>and management, new business development, and working through delegated functional managers;</p> <ul style="list-style-type: none"> <li>• Proven track record of achieving results and ability to cope up with multiple priorities and be able to take initiative;</li> <li>• Prior experiences in a fast-paced global and/or regional organization aiming for results and growth;</li> <li>• Experiences in developing organizational strategies;</li> <li>• Experience in a team-setting of diverse backgrounds working towards a global development.</li> </ul>
<b>Core Competency</b>	<p><b>Advance level in following core competency:</b></p> <ul style="list-style-type: none"> <li>• <b>Leading for Change:</b> Capable of developing strategic shift to adapt to the changing environment that maintains the organization relevant and competitive</li> <li>• <b>Working with People:</b> Show respect for the views and contributions of other team members; show empathy; listens, support and care for others; consult others and share information and expertise with them; build team spirit and reconcile conflict; adapt to the team and fit in well.</li> <li>• <b>Drive for Results:</b> Set high standards for quality of work; monitor and maintain quality of work; work in a methodical and orderly way; consistently achieve project goals; focus on the needs and satisfaction of internal and external stakeholders; accept and tackle demanding goals with enthusiasm.</li> <li>• <b>The world’s local solution:</b> Upholding AEA (AE) global principles, champion community-driven solution with ability to articulate to link field projects to AEA global approach and vice-versa. Ability to develop the environment that allows the team at all levels engaging in the big picture (vision, mission and strategies) while delivering their daily tasks.</li> <li>• <b>Child Protection:</b> Perform the highest standard to ensure child safeguarding in according with our Child Protection Policy</li> </ul>
<b>Others</b>	<p>Ability to travel domestically and internationally, for no less than 30% and usually not to exceed 40% of total working days per year.</p>

**STARTING DATE:** As soon as possible

**HOW TO APPLY:** The interested candidates who meet the qualifications are invited to send their CV with 3 (three) references and a cover letter to the following address: [hr.vietnam@action-education.org](mailto:hr.vietnam@action-education.org) with the subject title **[AEA (AE)-HoP] Candidate Name**.

**Application Deadline: 19th January 2023** (The recruitment process may end sooner if we find the suitable candidates).

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