



JOB DESCRIPTION

Job title	Program Coordinator (Livelihood business education)	Office	Hanoi, Vietnam
Type of employment	Fixed term – Contract	Department	Programme
Gross salary		Reports to	Head of Programme
Background	<p>Aide et Action (AEA) International officially becomes Action Education (AE) International in 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>Responsible for managing several projects in Livelihood and Business education fields in order to achieve project goal, objectives, milestones and targets. This includes the design of the Livelihood and business education's strategic plan; supporting project proposals and services with local - international experts, providing technical, project and financial management expertise and managing a network of experts and partners. Program Coordinator reports directly to the Head of Programme</p>		
Core Accountabilities			
Major Responsibilities			
<ul style="list-style-type: none"> ● Theme management <ul style="list-style-type: none"> 👉 Coordinate the development of the strategic plan for the Livelihood & Business Education theme based on the needs of the locations and AEA International Strategy; 👉 Set up the projects, detailed work plan, project tracking sheet, procedures and obtain the project approval from internal and KEY external stakeholders to ensure practical results through superior implementation 			

- 🌱 Conduct and facilitate the project activities accordingly to the project plan.
- 🌱 Work closely with local, provincial and national stakeholders to archive the project goals and objectives
- 🌱 Manage networks of implementation partners and external experts
- 🌱 Oversee the project implementation; ensuring that the quantity and quality agreed are met expectations and per milestone
- 🌱 Set up interim meeting with key stakeholder (when appropriate) to ensure each project deliverables are met expectations
- 🌱 Ensure the effective communication flow among internal and external team
- 🌱 Support in evaluation of project activities in a timely and professional manner

🌱 Provide the technical support in developing proposal/concept note

- 🌱 Collect and analyse data to suggest idea to develop proposals/ and concept notes in the areas of Livelihood & Business Education theme
- 🌱 Participate to pitches to potential donors.
- 🌱 Support the Country Director/ Development and Quality Manager in developing the methodology, risk and opportunities assessment, and strategies for implementation plan for corporate and institutional donors.
- 🌱 Support the Country Director in securing project funding from corporate donor in Vietnam and building network

🌱 Monitoring, Evaluation and Reporting

- 🌱 Prepare M&E plan for each project based on the indicators agreed in the project documents. Implement the M&E plan together with partners and consultant, including collect evidences and best practices. Produce and submit report as required by AEA (international, regional and national).
- 🌱 Monitor and evaluate the progress of the projects to ensure donor compliance through effectively managing staff, partners, and consultants to achieve the deliverable and produce quality reports in a timely manner and in support of AEA's project evaluation framework.
- 🌱 Work closely with key technical and staff on preparation of progress reports, mid-term and final evaluation to ensure compliance to ensure the quality and report framework meets client's expectation

🌱 Networking

Build and maintain good relationship with national, provincial and district agencies mandated to Livelihood theme as well as with NGOs and research institutions operating in Livelihood theme;
 Build and maintain good relationship with businesses and their associations;
 Represent AEA in the forums/workshop related to Livelihood theme;

🌱 Finance management

- 🌱 Ensure project finance management in accordance with AEA policies and procedures as well as donors' requirements in cooperation with finance and funding specialists;

🌱 Team Contribution

- 👉 Constructively contribute and collaborate 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 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);
- 👉 Agree and 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	👉 Bachelor degree in business administration or marketing
Experiences	👉 Experienced professional with a minimum of 3+ years' experience at a management level in a business environment or managing project supporting inclusive business development, incubation or value chain development.
Core Competency	<p>Basic level in following core competency:</p> <ul style="list-style-type: none"> 👉 Working with People: Show respect for the views and contributions of other team members; show empathy; listen, 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. 👉 Communicating Effectively: Effectively share 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; follow up on communications; engage in constructive 2-way feedback; listen actively and consult others as required before communicating 👉 Drive for Results: Set high standards for quality of work; monitor and maintain quality of work; work in a methodical and orderly way; consistently achieve project goals; focuse on the need and satisfaction of internal and external stakeholders; accept and tackle demanding goals with enthusiasm.

	<ul style="list-style-type: none"> 👉 Child Projection: Perform the highest standard to ensure child safeguarding in according with our Child Projection Policy
Others	<ul style="list-style-type: none"> 👉 Understand how to produce business plan. 👉 Ability to travel locally, regionally and internationally, for approximately 40% of the total working days per year. 👉 An energetic self-starter with resilience, fast pace, interpersonal skills; 👉 Good oral and written communication skills in English. French is an asset.

AEAI vision and values

👉 Vision

Aide et Action envisions a world where quality education will be accessible to all as the basis for mutual understanding, personal empowerment, and equitable societies throughout the world.

👉 Values

Our actions are guided by the values of freedom, respect, solidarity, equity, and integrity

DUTY STATION: 2F, VNCC Building, 243 De La Thanh street, Dong Da district, Ha Noi.

STARTING DATE: As soon as possible

HOW TO APPLY:

The interested candidates who meet the qualifications are invited to send their CV with three references and a cover letter in English with the subject title **[AEA_PC_VNM019_Candidate name]** to the following address: **hr.vietnam@action-education.org**

Application Deadline: **15th March 2023** (The recruitment process may end sooner if we find the suitable candidate to fill this position).

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