



## JOB DESCRIPTION

<b>Job title</b>	<b>Program Manager (Livelihood theme)</b>	<b>Office</b>	Hanoi, Vietnam
<b>Type of employment</b>	Fixed-term Contract	<b>Department</b>	Livelihood Programme
<b>Gross salary</b>	33,026,000 VND – 42,462,000 VND	<b>Reports to</b>	Country Director
<b>Background</b>	<p>Aide et Action (AEA) International officially soon becomes Action Education (AE) International. 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><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. 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 Vietnam started in 2003 with local partners and government agencies to enhance the quality of education as well as to facilitate the access to quality education.</p>		
<b>Position Overview</b>	<p>Responsible for managing projects in Livelihood and Business education fields in order to achieve project goals, objectives, milestones and targets funded by European Union, French Development Agency in Vietnam (AFD), and corporates in Lao Cai, Hoa Binh provinces.</p> <p>This includes the design of the Livelihood and business education's strategic plan; supporting project proposals and services with local and international experts, providing technical, project and financial management expertise and managing a network of experts and partners.</p> <p>Program Manager reports directly to the Country Director .</p>		
<b>Core Accountabilities</b>			

## Major Responsibilities

### ● Theme management

- 👉 Be a core member in development of a new strategy for AEA Vietnam (2025-2029)
- 👉 Lead 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 stakeholders (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 funding proposal...

- 👉 Participate to pitches to potential donors.
- 👉 Support the Country Director in proposal development and, and strategies for implementation plan for corporate and institutional donors.

### ● Monitoring, Evaluation and Reporting

- 👉 Prepare MEAL plan (Monitoring, Evaluation, Accountability, Learning) for each project based on the indicators agreed in the project documents. Implement the MEAL plan together with partners and consultants, including collect evidences and best practices.
- 👉 Produce and submit reports as required by Donors, 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 deliverables and produce quality reports in a timely manner and in support of AEA's project evaluation framework.
- 👉 Work closely with key technical experts and staff on preparation of progress, mid-term and final reports to ensure the quality and report framework meets Donors' expectations.

### ● 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, workshops related to Livelihood theme.

### ● Finance management

- 👉 Budgeting: develop and maintain a comprehensive budget for the project, including estimating the costs of all project activities, resources, and deliverables. Regularly review and update budget throughout the project lifecycle.
- 👉 Cost Control: monitor and control project costs to ensure they stay within the approved budget, including tracking expenses, analysing cost variances, ensuring project burn rate, and taking corrective actions when necessary; prevent overspending and ensures resources are utilized efficiently.
- 👉 Procurement and Contract Management: Manage external vendors and suppliers to provide high-quality goods and services for the project in collaboration with related professional staff. Have a solid understanding of procurement processes, contract negotiation, and contract management to ensure fair and cost-effective agreements.
- 👉 Risk Management: identify and assess financial risks associated with the project and develop appropriate risk mitigation strategies. Assessing the potential impact of cost overruns, funding delays, currency fluctuations, and other financial uncertainties.
- 👉 Stakeholder Communication: Effectively communicate financial information to project stakeholders, including donors, partners, clients, and team members. Provide clear and concise communication about financial matters to build trust, manage expectations, and ensure alignment between financial objectives and project goals.
- 👉 Compliance and Governance: Adhere to relevant financial regulations, organizational policies, and governance frameworks. Ensure that financial transactions are properly documented, auditable, and in compliance with legal and regulatory requirements. Ensure project finance management in accordance with AEA policies and procedures as well as donors' requirements in cooperation with finance staff and funding specialists.
- 👉 Financial Skills and Knowledge: Possess a solid understanding of financial management principles and techniques, including knowledge of financial analysis, forecasting, budgeting. Continuous learning and development in financial management to stay updated with best practices and industry standards.

### 👉 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

<p><b>Solidarity:</b> We are stronger together  <b>Equity:</b> We treat people equally  <b>Integrity:</b> We stand up what is right</p>	
<b>Criteria</b>	
<b>Qualification</b>	<ul style="list-style-type: none"> <li>👉 Bachelor degree in fields associated with development project management such as project management, development studies, international development, social sciences.</li> </ul>
<b>Experiences</b>	<ul style="list-style-type: none"> <li>👉 Experienced professional with a minimum of 5-year experience at a management level for development projects or managing project supporting livelihood, inclusive business development, incubation or value chain development.</li> <li>👉 Experience working for projects funded by international donors such as European Union, French Development Agency in Vietnam (AFD) is preferred.</li> </ul>
<b>Core Competency</b>	<p><b>Basic level in following core competency:</b></p> <ul style="list-style-type: none"> <li>👉 <b>Working with People:</b> 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.</li> <li>👉 <b>Communicating Effectively:</b> 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</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 need and satisfaction of internal and external stakeholders; accept and tackle demanding goals with enthusiasm.</li> <li>👉 <b>Child Protection:</b> Perform the highest standard to ensure child safeguarding in according with our Child Projection Policy</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>👉 An energetic self-starter with resilience, fast pace, interpersonal skills aiming for results and growth;</li> <li>👉 Capacity to identify relevant social, financial, human and intellectual resources for the project implementation;</li> <li>👉 Show a strong commitment and passion to social innovation and social entrepreneurship development; Strong desire to use his/her own professional expertise to support grass social enterprises to create positive social and environmental impact; Understand how to produce business plan.</li> <li>👉 Sound knowledge on social issues including gender equality, social impact business, vocational training, career orientation, human rights, entrepreneurship, etc.</li> </ul>

	<ul style="list-style-type: none"> <li>👉 Ability to travel locally, regionally and internationally for approximately 40% of the total working days per year;</li> <li>👉 Good skills in project management, including project planning, implementation, monitoring, evaluation, and budgeting;</li> <li>👉 Good reporting skill, written and verbal communication and presentation skills in both Vietnamese and English;</li> <li>👉 Good teamwork skill and ability to work independently with minimum supervision;</li> <li>👉 Good leader to inspire team members;</li> <li>👉 Excellent networking skills, ability to engage with the public and private sectors, as well as civil society;</li> <li>👉 Good at time management and working under pressure;</li> <li>👉 Good French skills is a plus.</li> </ul>
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### 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\_PM\_VNM019\_Candidate name]** to the following address: **hr.vietnam@action-education.org**

Application Deadline: **18<sup>th</sup> September 2024** (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.