JOB DESCRIPTION

Position: Project Lead

Organization: REACH
Work place: Hanoi
Nationality: Vietnamese citizen
Reports to: [Director]

Position Overview: The Project Lead will be responsible for developing a comprehensive plan, implementing, monitoring, and completing a key project in the North and Central regions of Vietnam. This position plays a crucial role in ensuring that the project's objectives are achieved effectively and that the needs of marginalized communities, particularly women and youth, are met.

I.Key Responsibilities

1.Project Planning and Execution

- Develop detailed project plans, timelines, and budgets in alignment with the project's goals.
- Lead the design and execution of the project as per the timeline, scope, and budget.
- Track progress toward project milestones and adjust plans as necessary.
- Handle changes and situations promptly, ensuring all parties are informed of the latest changes.

2.Team Management

- Oversee and coordinate the work of the Trainers, Training Specialists and Counselors, to maintain high performance and cohesion

3. Stakeholder Engagement

- Build and maintain strong relationships with local authorities, partner organizations, and community leaders to ensure project buy-in and cooperation.
- Conduct regular meetings with stakeholders (monthly or bi-weekly) to ensure smooth communication and project progress.

4. Financial Oversight

- Manage the project budget, ensuring efficient resource allocation and compliance with financial policies, all expenditures are tracked and reported accurately.

5. Monitoring and Evaluation

- Oversee the M&E framework, ensuring continuous project improvement and data collection to measure project impact.

6. Risk Management

- Identify project risks and develop mitigation strategies to minimize impact.

7. Reporting and Documentation

- Provide regular updates and reports (monthly, quarterly, and final) to senior management and funders, reflecting project progress, challenges, and achievements.
- Ensure proper documentation and filing of all project-related activities and materials.

II. Key Performance Indicators (KPIs)

- Ensure all project milestones are completed on time (at least 90% milestone completion by deadlines).
- Maintain project spending within 95-100% of the allocated budget.
- Ensure 80-90% of target beneficiaries are reached within project timelines.
- Reports accurately reflect project progress, challenges and achievements
- Maintain high team performance with a turnover rate below 10% during the project period.
- Impact Measurement: Demonstrate measurable improvement in beneficiaries' skills, mental health support by project end.

III.Position requirements

- Strong organizational, managerial, and communication skills.
- A solid background in project management, particularly in community development, vocational training, or education.
- Proven experience managing donor-funded projects and collaborating with government bodies and local organizations.
- Demonstrated ability to lead multi-disciplinary teams, develop detailed project plans, and manage budgets effectively.
- Excellent problem-solving skills, a results-oriented mindset, and a commitment to empowering marginalized communities.
- Experience in the North and Central regions of Vietnam or similar contexts is highly desirable.
- Ability to demonstrate initiative and work well under pressure.
- Ability to understand and generate budgets.
- Good command of English
- Able to travel frequently
- Commitment to the Vision and Mission of the REACH Organization

IV.Right

- The salary is negotiated according to the applicant's ability, up to 1.200$
- Other benefits are discussed according to the general regulations of the organization.
- Time to receive applications: to October 10, 2024.
- Candidates who apply early will be interviewed early, suitable candidates will be hired immediately.
- Please contact us: tuyendung@reach.org.vn or binh.ngo@reach.org.vn