



## **JOB DESCRIPTION**

Position: Project Lead

**Organization:** REACH

**Work place:** Based in Hanoi, with travel to northern and central provinces.

**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, particularly in working with school principals, teachers, educational staff 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**

- Proven experience in managing health, wellness and education-related projects .
- Ability to demonstrate initiative and work well under pressure
- Strong leadership and organizational skills , with the ability to coordinate multiple activities and teams effectively.
- Excellent communication and stakeholder engagement skills , particularly in working with school principals, teachers, and educational staff.
- Experience working with youth, children, or disadvantaged communities is highly desirable.
- Experience in the North and Central regions of Vietnam or similar contexts is highly desirable.
- 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 >30trVNĐ
- Other benefits are discussed according to the general regulations of the organization.
- Time to receive applications: to October 30, 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](mailto:binh.ngo@reach.org.vn)