



Senior Program Manager, North region

Habitat for Humanity Vietnam (HFHV) is currently seeking a professional individual to serve as a Senior Program Manager for North region. The Senior Program Manager is responsible for but not limited to

- Provide team leadership and management in designing, implementing, monitoring and evaluating the program with stakeholder's participation by participatory tools
- Be responsible for effective execution of the program to achieve the program objectives efficiently and sustainably (i.e. developing grant proposals, obtaining necessary approvals and hosting visitors to HFHV's projects, prepare project/program information and articles when required for donors and HFHV updates, ..)
- Coordinate, support and supervise staff on designated program activities and work with HR Department in identifying skills/ knowledge gap among supervised staff for further development
- Develop volunteer opportunities for domestic and international volunteers with project and local partners.
- Provide oversight during volunteer builds with volunteer coordinating team to ensure safety and a positive experience for volunteers and community partners.
- In coordination with DPME staff, provide support to the implementation of DPME system e.g. monitoring and periodical reporting, record of legal documents...
- Ensure all Habitat for Humanity related policies and procedures are appropriately applied and upheld within projects
- Ensure compliance with HFHV guidance and donor regulations of financial and resources management in program.
- Ensuring effective and smoothly communication and sharing experience among the stakeholders

Requirements:

- Bachelor's degree in sociology, social work, international relations, international development, development management, housing and urban development planning or other equivalent degree
- Minimum 02 years experience in program management
- Working knowledge and technical expertise in community-based development concepts, approaches and processes
- Strong leadership, persuasion and negotiation skills
- High level of diplomacy skills with a strong focus on networking capability and relationship building with partnered NGOs, local government, multilateral organizations, donors, and other NGOs

- Good in English and Vietnamese communication skills with both writing and speaking
- Sound resources management skills
- Critical thinking and innovative
- Continuous learning and self development

How to Apply

Please note that only short-listed applicants will be contacted by email and that applications will be reviewed on an ongoing basis. Given the necessity to fill this position as soon as possible, and depending on the qualifications of applicants, HFH Vietnam may offer a suitable position to potential candidate and before the closing date (Feb 28, 2013); therefore candidates are urged to submit their application in a timely fashion. If you have not received an email within two weeks of submitting your resume you can assume your application was not successful.

Your application **must** include:

- A cover letter clearly demonstrating your suitability for this position
- A comprehensive CV (no more than 2 pages)
- Contact details (including telephone number and email) of 3 references including most recent direct supervisors

Applicants who do not provide **all** of the above requested information will not be considered.

Email your application to:

Human Resource Department

Habitat for Humanity Vietnam

Email: application@habitatvietnam.org

Habitat for Humanity International (HFHI) is a non-profit, ecumenical Christian housing ministry that seeks to eliminate inadequate housing and homelessness in the world, and to make decent shelter a matter of conscience and action. It was founded in 1976 and Habitat for Humanity Vietnam is a branch of HFHI. HFH Vietnam is an equal opportunity employer.

We sincerely thank you for your interest in Habitat for Humanity Vietnam