



JOB DESCRIPTION
General Manager
OF AN IT TRAINING CENTER
PASSERELLES NUMERIQUES VIETNAM

Organisation	Passerelles numériques
Reporting to	General Manager France and President
Status	International Solidarity Volunteer : http://www.clong-volontariat.org/ volunteer compensation
Project	PN Vietnam
Start Date	As soon as possible
Duration	24 months
Location	Danang, Vietnam

CONTEXT

Created in 2005, Passerelles numériques (PN) is a non-profit making organization with the mission to enable the largest number of young people in a precarious situation to access a professional training program leading to a qualified job in the Information Technologies sector.

The organization operates in Cambodia, the Philippines and Vietnam. It is currently training 550 students and will be training 750 in 3 years. Passerelles numériques has 75 employees in the different countries and a small office in France.

Passerelles numériques operations are supported and made possible by the financial support and skills of numerous partners such as Accenture, HP, Steria, Econocom, Altedia, Osiatis and others, as well as personal donations.

Websites: <http://www.passerellesnumeriques.org> and <http://vn.passerellesnumeriques.org> .

MISSION

Passerelles numériques is looking for a General Manager for its program in Da Nang. His/her mission is to continue developing the training program and grow the project with a high level of quality, social impact and sustainability.

RESPONSIBILITIES

Under the direct supervision of the General Manager in Paris, the general manager of PNV center will have full responsibilities to organize, manage and supervise the team in order to achieve our objectives (90%+ of enrolled students will succeed and find a qualified job at the end of their training), with following tasks:



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- Develop together with the Education Manager and monitor a region wide fair and rigorous selection process of underprivileged young people, and then nurture their personal development while they are in the program;
 - Design and implement together with the Training Manager, a quality training program in IT, English and soft skills; and ensure that training delivery respects PN expectations and meets IT market requirements;
 - Together with support of the External Relations Manager, maintain and develop the good relationship with our main partners, local authorities, the University of Da Nang, and the country's business stakeholders, and encourage them to recruit students from the Center;
 - Plan the operational budgets with the Finance Officer and optimize costs and follow financial indicators; and coordinate administrative matters with government and local authorities.
 - Manage a multi-cultural team of 15 staff locals and foreigners: evaluate, follow up, develop the career of each employee and outline the main long-term goals for the whole team.
 - Ensure team work and the values of Passerelles numériques are lived and transferred to each staff and student: Trust, Responsibility, Demand, respect and Solidarity;

PROFILE

You are strongly interested to work with non-profit projects, have good experience in project development and in multicultural environment. A prior experience in a company is a plus.

You have team management skills, communication skills and leadership

You have excellent level of spoken and written English (spoken Vietnamese is appreciated)

Good general knowledge of IT (technology trends, stakes, market opportunities)

Organized, adaptable, rigorous, creative, open-minded and able to work under pressure

CONTACT

Please send your CV and covering letter to Mrs. Sovannary Stehly, Human Resources Department: missions@passerellesnumeriques.org with « General Manager Vietnam » in your email.