



Habitat for Humanity International founded in United States in 1976. Habitat now works in 1,400 communities across the U.S. and in nearly 70 countries and has helped 6.8 million people achieve strength, stability and independence through safe, decent and affordable shelter.

### **Our vision**

A world where everyone has a decent place to live.

### **Our mission**

Seeking to put God's love into action Habitat for Humanity brings people together to build homes, communities and hope.

HFH Vietnam has been working in Vietnam since 2001. As of June 2016, HFH Vietnam has enabled more than 13,600 low-income Vietnamese families to improve their living conditions through decent homes, clean water and safe sanitation and post-disaster reconstruction and repairs. In addition, HFH Vietnam has provided training in disaster preparedness, financial education, hygiene practices, and construction skills, among others, to more than 75,800 individuals.

For more details, please visit us: <http://www.habitat.org/> <http://habitatvietnam.org/>

We are looking for high potential candidate to fill a role of Project Manager in Ha Tinh for 14 month Employment Term. Our announcement will be closed by 31 July 2017.

We recommend interested & qualified candidate to send your comprehensive CV, and cover letter to highlight your interest and capabilities and contact details (including telephone number and email) of 3 references including most recent direct supervisors to [application@habitatvietnam.org](mailto:application@habitatvietnam.org)

Habitat for Humanity Vietnam gives equal employment opportunity to Vietnamese qualified candidates. Please note that only shortlisted candidates will be notified.

<b>Position Title</b>	Project Manager – 14 month Employment Term	<b>Work Location</b>	Hatinh Province
<b>Report to:</b>	Program Director	<b>Supervise</b>	Construction Supervisor

#### **Job Summary:**

- The Project Manager plays a focal point role and to build mutual relationship with local authorities & partners to successfully implement the agreed projects in Hatinh Province.
- S/he leads a Construction Supervisor to effectively plan, implement, monitor progress and evaluate the assigned projects

#### **Key Responsibilities**

##### **1. Build & Maintain Partnership with Stakeholders**

- Seek opportunities and build good partnership with local government partners at community, district & provincial levels
- Work closely with local government partners to support, build capacity and institutional development
- Coordinate with stakeholders to create and develop network for HFHV in the project areas

##### **2. Managing projects**

- Develop project plans including monitoring and evaluation plans in line with the approved proposal in partnership with the project team and key stakeholders where appropriate and feasible.

- Present work plans to project partners to ensure their understanding of the logical flow of the project activities to reach consensus on implementation and approach to project activities and each of the partner's roles and responsibilities in relation to them.
- Effectively use all projects' resources to ensure activities are implemented as planned, correspond to performance indicators as outlined in the approved project proposal/ project design matrix or log-frame (LF);
- Coordinate project-implementing activities in line with planned progress and budgets according to the agreement between stakeholders.
- Identify deviations from designed activities, unexpected problems and provide timely information to Program Director and/ or other relevant functional managers, specialist for adequate advice and consultation and, if necessary, with partners.
- Provide technical assistance to targeted areas, conduct capacity building activities in line with HFHV's recommendation and designs and of good quality.
- Identify priorities of activity and sub-activities implementation to meet deadlines.
- Timely update progression of the projects and/or unexpected issues arisen during implementation of the projects to the supervisor.
- Conduct field trips to monitoring and support local partners every month
- Coordinate with project staffs and other relevant partners for periodically and requested project monitoring and evaluation
- Coordinate to collect and analyze information and database to report accurately project activities periodically
- Prepare progressive reports monthly, quarterly, yearly to meet HFHV's and donors' requirements and guidelines

### **3. Managing cross-functions activities**

- Cooperate and consult relevant partners/ departments to solve any problem/ conflict or to proceed any relevant initiatives/ requests.
- Prepare logistics arrangement for donors' field visits if any
- Coordinate with project staffs and colleagues for initiatives of the best technical support/practice for HFHV
- Identify and propose sites for new projects to Program Director

### **4. Managing people & budget**

- Provide directions, instruction, on the job's training and/or support where needed to Construction Supervisor to ensure projects are implemented properly and effectively in compliance with HfHV's policies, standards
- Check work progress and provide on-going and effective feedback to direct report for staff's development opportunities as well as to ensure work are done as planned
- Check, reconcile financial records within the assigned responsibilities to ensure financial policies/procedures are respected and properly implemented

### **Job requirements:**

To be successful in this role, potential candidate should demonstrate matching of following criterions

1. Willingness & available to work in Hatinh province
2. College/University degree in Humanities Science or Sociology, Social Work , Public Policy or equivalent
3. Sound operational knowledge & experience in managing community development projects
4. Knowledge of Vietnam legal regulations and governmental policies on INGO activities
5. Able to Planning and Organizing work effectively
6. Sound Analysis & Problem Solving skills
7. Good Business writing in both Vietnamese & English
8. Able to building Relationship for influence
9. Effective Supervising skills