



JOB DESCRIPTION

PROJECT MANAGER - LICEEM

<p>ORGANIZATION & PROJECT BACKGROUND</p>	<p>The Adventist Development and Relief Agency (ADRA) works in over 100 countries with people living in poverty and distress to create positive change and social justice through empowering partnerships and responsible action. ADRA in Vietnam is a learning organization that pursues excellence and commits its resources in response to emergencies and community-based needs through effective partnerships.</p> <p>In 1989, ADRA began operations in Vietnam with the shipment of medicines from U.S.A. through ADRA Indochina, the former regional office based in Bangkok, Thailand. ADRA's office has been located in Hanoi since 1993 and in the last two decades, the organization has implemented more than 120 projects in over 50 of provinces in Vietnam. ADRA's Northern Regional Office and the Cao Bang Workstation currently houses projects on adolescent sexual and reproductive health; harm reduction for drug use and HIV/AIDS; and on literacy for ethnic minority women.</p> <p>LICEEM (Literacy Class Empowers Ethnic Minority Women) is a three-year project that will promote and improve the overall social status of ethnic minority women in Cao Bang Province through awareness raising and educational activities. To achieve this, the project will build capacity of the Cao Bang Provincial Women's Union and its branches in Ha Quang, Bao Lac and Bao Lam districts to implement community awareness and education programs.</p>
<p>DEPARTMENT</p>	<p>Programs</p>
<p>POSITION TITLE</p>	<p>Project Manager</p>
<p>CODE</p>	<p>PA1</p>
<p>LOCATION</p>	<p>Cao Bang Workstation 102 Kim Dong Street, Hop Giang Ward – Cao Bang Town - Cao Bang Province</p>
<p>LENGTH OF CONTRACT</p>	<p>One year with contract extension based on annual performance appraisal and project approval</p>
<p>REPORTS TO/ SUPERVISED BY</p>	<p>Northern Regional Manager</p>
<p>SUPERVISES</p>	<p>Field Coordinators for LICEEM project</p>
<p>HOURS OF WORK</p>	<p>40 hours/week – Mondays to Fridays</p>
<p>BENEFITS/ INSURANCE</p>	<ul style="list-style-type: none"> • Contracted salary: around 650 USD/month (depending on actual experience and education) • Health insurance through AonCare <ul style="list-style-type: none"> ○ In-patient medical coverage ○ Out-patient medical coverage ○ Personal accident insurance coverage • 13th month salary (annual bonus) • Vietnam Social & Health Insurance – 25% contribution by ADRA covers for 18% from employer + 7% from employee • Per diem <ul style="list-style-type: none"> ○ Inter-provincial – 160,000 VND maximum (40,000 VND/meal + 40,000 VND for overnight stay) ○ Intra-provincial (outside of workstation) – 80,000 VND maximum (20,000 VND/meal + 20,000 VND for overnight stay) • Leaves <ul style="list-style-type: none"> ○ Annual leave – 15 days + 1 additional day every two years

	<p>employment</p> <ul style="list-style-type: none"> ○ Sick leave – 15 days paid leave + sick leave stipulated in Vietnam Labor Law ○ Personal leave – based on Vietnam Labor Law ○ Maternity leave – based on Vietnam Labor Law ● National holidays – based on Vietnam Labor Law
TERMINATION	30 working days' notice required
JOB OVERVIEW/ GENERAL DESCRIPTION	<ul style="list-style-type: none"> ● This position is directly accountable to the Northern Regional Manager and will work closely with the Technical Advisor to ensure timely and professional project management. ● The Project Manager will provide leadership on the field implementation of all LICEEM activities and will cooperate with the Senior Field Coordinator and the Field Coordinator in administrating and managing other project components. ● The position requires routine interaction with the Women's Union and the Department of Education and Training at provincial and district level; other Project Management Committee (PMC) partners; and partners in the field. ● The position is based in Cao Bang Town, Cao Bang Province, with frequent travel to the districts.
JOB DUTIES/ RESPONSIBILITIES	<p><i>Project implementation</i></p> <ul style="list-style-type: none"> ● Lead the development of project activity plans and ensure their implementation – in collaboration with the Women's Union ● Direct the Field Coordinators in facilitating project introduction activities at target areas, and all trainings under LICEEM's four main components ● Supervise day-to-day operations of activities through close monitoring of field outputs ● Support the Northern Regional Manager and the Technical Advisor in validating or sourcing technical information to support implementation of the literacy classes and clubs ● Ensure spending of funds according to approved budget and activity plan <p><i>Project M&E</i></p> <ul style="list-style-type: none"> ● Develop the M&E plan and data collection tools in collaboration with the Northern Regional Manager and Technical Advisor; also, update or revise them as needed ● Ensure scheduled implementation of monitoring plan, use of appropriate tools, and timely provision of assistance ● Ensure that field staff receive guidance in conducting M&E (i.e., use of survey methodologies), and data entry and analysis ● Conduct routine monitoring of field activities, such as trainings, surveys, focus group discussions, project activities, etc. ● Collect reports from Field Coordinators, ensuring quality in reporting especially on data analysis and training evaluation ● Create and maintain the project documentation system in physical and digital formats ● Oral and written reporting of project activities and monitoring <p><i>Project management</i></p> <ul style="list-style-type: none"> ● Maintain relationships with donor, and at local level, with partner and sponsoring institutions ● Participate in the Cao Bang Workstation Project ADCOM (PROCOM) ● Report about LICEEM at the regular Project Management Committee (PMC) meetings

	<ul style="list-style-type: none"> • Abide by and stay current with ADRA in Vietnam policy and procedures and code of conduct • Ensure that LICEEM staff also understand and abide by the policy, procedures and code of conduct of ADRA in Vietnam • Follow proper procedures regarding petty cash, vehicle mileage reporting, etc <p>Human Resources</p> <ul style="list-style-type: none"> • Perform staff management duties, including: • Ensure that project staff have relevant job descriptions and understand their roles • Conduct performance evaluations and career development evaluations of the FCs together with the HR Director and Northern Regional Manager • Ensure project staff's compliance with timesheets and reporting procedures <ul style="list-style-type: none"> ○ Conduct orientation and training of new project staff • Organize and conduct internal employee training in collaboration with supervisors <p>Other duties</p> <ul style="list-style-type: none"> • At the provincial level, develop and maintain regular networking contacts with the Women's Union and relevant persons/institutions, including the Department of Education, Youth Union, People's Committee, and other NGOs/INGOs working in the same sector as LICEEM • Fulfill any other relevant tasks as requested by the supervisor.
MEASURABILITY/ EXPECTED OUTCOMES	<p>Success will be demonstrated by:</p> <ul style="list-style-type: none"> • Project activity plans are developed • Implementation, management and monitoring of LICEEM field activities according to plans • Quarterly reports for donors are submitted in a timely manner • New project FCs receive proper orientation • Job descriptions, performance appraisals, career development evaluations of project FCs are implemented following ADRA's procedures • Reports from FCs are written following criteria of quality and are collected timely • ADRA in Vietnam working policy, Code of Conduct and HR manual are followed
REQUIRED COMPETENCIES	<p>Knowledge & experience</p> <ul style="list-style-type: none"> • Bachelor's degree in education or equivalent • At least three years' experience in project management, preferably in development literacy or education sector • General knowledge in other related development topics such as health, gender, livelihoods, community development, etc. <p>Skills</p> <ul style="list-style-type: none"> • Excellent written and verbal English and Vietnamese language skills; additional Tay/Nung language skill is preferred • Willingness to live and work in Cao Bang Province, with travel to remote districts • Computer literacy: ability to use common office software packages, email, and the Internet.

	<ul style="list-style-type: none">• Strategic thinker• Ability to work in a team
	<p>Attitude</p> <ul style="list-style-type: none">• High level of personal and professional integrity and the ability to make consistent decisions• Creative• Careful• Helpful with colleagues• Respect towards ADRA missions, values and beliefs• Compliance to work policies stipulated in the Human Resource Manual of ADRA in Vietnam