

# Job opportunity: Project Manager

## **Organisational profile**

The Fred Hollows Foundation in Vietnam is the country's leading eye care NGO. We support the goals of VISION 2020 to eradicate avoidable blindness by 2020, and are committed to working with partners to bring about change that is sustainable and reaches even the most vulnerable communities.

## **Position type**

Full time- long term contract as negotiated

## **Relationships**

This position reports to and is supervised by Operations Manager

## **Job Summary**

Reporting to the Operations Manager, this Project Manager (PM) is responsible for the management and development of the ABI (Avoidable Blindness Initiative) project, in line with FHF values, strategies, and policies. The PM will ensure the ABI project activities are well coordinated and managed to ensure strongest progress towards the project goal and objectives, and most efficient use of resources. S/he will assist the Operation Manager in providing strategic orientations to the ABI project team and work with the team to design and develop project plans, implement project activities to achieve stipulated objectives

## **Selection Criteria and qualifications**

- Minimum of 3 to 5 years experience in the NGO sector managing complex programs in public health or development; ideally with some exposure to eye health programming.
- Strong project management skills across the full project cycle, including program development, implementation and monitoring and evaluation.
- Strong capacity for working through collaboration and partnerships – must be able to build and maintain strong relationships to support and influence partners.
- Supportive and encouraging management style, with demonstrated track record managing the performance and development of a small team of staff. Should have strong skills in coaching and providing feedback.
- Good problem-solving and analysis skills: demonstrates initiative when faced with challenges.

- Knowledge and experience in accounting and budgeting. Familiarity with financial / accounting software, ideally Sun Systems is an advantage. Good level of excel skills.
- Excellent communication skills, including fluency in written and spoken English and Vietnamese. In particular, must have a strong level of written English for preparing project reports.
- Demonstrated capacity to work effectively in cross cultural / mixed language environments.
- Willing and able to travel regularly to project sites in various provincial locations across Vietnam.

**Remuneration**

*Salary band: negotiated*

**Workbase:** Danang City, with frequent travel to project sites

**Applications should:**

Include a resume (no more than 4 pages) summarising qualifications and experience

Address the selection criteria in a covering letter (no more than three pages)

Provide at least three work referees and contact details.

Submit applications by 20 May 2011

Contact details: Email to: [truongtohuong@hollows.org.vn](mailto:truongtohuong@hollows.org.vn) and cc: [duchaosnv@yahoo.com](mailto:duchaosnv@yahoo.com)

The candidates those who are short-listed will be calling for interviews. Applications will not be returned.

For further information, please visit our website at [www.hollows.org.vn](http://www.hollows.org.vn)