



Terms of Reference

National Executive Director of Spark Center

The Spark Center for Social Entrepreneurship Development (Spark Center) in Viet Nam is currently a social development initiative, registered as a member of the Viet Nam Union of Science and Technology Associations (VUSTA).

Co-founded by organizations such as the Netherlands Development Organization in Viet Nam (SNV Viet Nam), the Pact Capacity Building organization in Viet Nam (PACT Viet Nam), the Center for Sustainable Rural Development in Viet Nam (SRD Viet Nam), and the Center for Researches on Policies Impact Assessment and Capacity Strengthening for Communities in Viet Nam (CECODES Viet Nam), and overseen by Spark Center Governing Board (SGB), the objectives of Spark Center's activities are:

1. To support social entrepreneurs in successful up-scaling and replication of proven local social and business solutions
2. To facilitate the development of transparent and dynamic individual and business capacity development services at local levels, especially where local social and business solutions are implemented

These objectives cover three 3 bottlenecks:

- a. strengthening articulation of demand for capacity development services: creating opportunity for (social) entrepreneurs, local organizations, to express demand for poverty related Capacity Development Services (CDS)
- b. improving the supply of capacity development services: enhancing the outreach and quality of capacity development services
- c. redirecting financial CDS flows: to sub-national level, and tapping into local resources

This is to encourage and call for full time qualified, social development compassionate candidates with:

- strong leadership
- honest believe in people around
- strong entrepreneurial spirit
- organization set-up skills
- experienced in and/or passion for capacity development services with market principles

to join Spark Center. The successful candidate will start in the capacity of Spark Center's Deputy National Executive Director, working under guidance of the Spark Governing Board (SGB), and direct supervision of the incumbent Spark Center National Executive Director. This is to expect a professional growth of the candidate in a reasonable short time period, counted in months, before proven capable of being appointed to the post of the Spark Center National Executive Director, to lead the Spark Center team towards fulfillment of its objectives set and its vision of becoming a hub center for business initiatives and solutions creating social impacts in Viet Nam.



Responsibilities:

- Overall day to day management of Spark Center
- Develop strategic directions, human resources, operation system for smooth operation of Spark initiative, in compliance with Vietnam regulations
- Prepare and submit regular plans and reports to VUSTA, the SGB and related donors
- Oversee and implement the approved annual activities plans for Spark Center
- Mobilize funds and resources for Spark Center to continue supporting business initiatives and solutions that create social impacts
- Profile the Spark initiatives to and develop relationships with government, partners and donors
- Be accountable to VUSTA, and the SGB, on the performance results of Spark Center

Requirements:

- Master degree on development, economics, social study is a plus
- Affinity with and passionate about Capacity Development
- Connected with Vietnamese philanthropy and good relationships with government, donors and private sector
- Demonstrate strong leadership and team work
- Strong conceptualization and visioning skills
- Excellent networking and negotiation skills
- Strong communication skills in both Vietnamese and English
- Experience in fund raising and financial management
- At least 5 years experience in program management or organizational management, working experience with international organizations, as well as CDS market development are desirable and a plus

Application procedure:

Interested candidates should send a letter of application and an updated CV in English to Ms. Thai Thi Huyen Nga via email at ngatth@spark.org.vn by latest 02 December 2011.