



## Centre for Sustainable Rural Development

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### JOB OPPORTUNITY EXECUTIVE DIRECTOR

The Centre for Sustainable Rural Development (SRD) is a national NGO that inherited CIDSE's 28 years of experience in working in the field of poverty alleviation in Vietnam. We empower disadvantaged communities in rural and mountainous areas to sustainably manage their own livelihood systems, regardless of ethnicity, gender or religious belief.

Founded in 2006, SRD has been implementing over 50 projects with the main focus on Sustainable Agriculture, Rural Livelihoods, Climate Change Adaptation, Forestry Governance and Pro-Poor Policy Advocacy. SRD has also been a founding member and chair of major national CSO networks including VNGO&CC, VNGO-FLEGT, and an active member in many other national/regional networks and policy forums.

Within the frame of SRD's succession plan, we are looking for a qualified, highly motivated and dynamic Vietnamese professional for the position of Executive Director to lead the organization. This is a full time position based in Hanoi (Vietnam), with frequent national, regional and global travel.

The Executive Director (ED) is responsible for the overall leadership and management of SRD's strategic and operational function. The Executive Director must act in the best interests of SRD in all contexts, and be committed to the organizational vision, mission, and respect its core values and other principles of organizational governance. The Executive Director is also responsible for ensuring that SRD's organizational culture is maintained and prevails across the organization.

This position will be working under the supervision of and reporting to SRD's Board of Trustees, working closely with SRD's Management Committee.

The Executive Director's primary responsibilities are as set out below:

#### Overall Responsibilities:

\* *Strategic Leadership*

- Provide overall leadership for strategy, organizational development, program implementation, financial oversight and fundraising;
- Coordinate with SRD's Board of Trustees, Management Committee in order to engage all stakeholders to develop the periodical organization Strategic plan (5 years)
- Be responsible for the monitoring and evaluation of the implementation of SRD's Strategic Plan and ensure its effective implementation;
- Regularly assess and adjust SRD's strategies to cope with a changing environment, work with SRD's Board of Trustee and Management Committee to come up with strategic solutions to complex challenges.

\* *Mobilizing resources/ Fundraising*

- Be responsible to develop and implement the fund raising plan as per Strategic Plan's goals, including: setting annual income goals and leading proposals writing;
- Be responsible to effectively maintain the partnerships with existing donors/partners and build up partnerships with new donors/partners;
- Be responsible for strengthening and diversifying SRD's funding sources.

\* *Operational management*

- Ensure SRD's Policies and Manuals are compliant with Vietnamese Laws/regulations and the donors requirements;
- Provide direction and supervision to the Deputy Directors and relevant Department Managers;
- Be responsible for the recruitment, and employment of all personnel and effectively manage the human resources of the organization according to SRD's personnel policies;
- Maintain a working environment which attracts, retains and motivates staff;
- Ensure the successful implementation of SRD's programs/projects and meet the expected goals agreed with donors, partners.

\* *Financial management*

- Verify and approve the annual financial budgets, which are prepared by the Chief Accountant and Managers;
- Work closely with the Chief Accountant to ensure overall transparency and effective financial management;
- Be responsible as the legal representative of SRD to sign all contracts, agreements, official correspondences and reports;
- Be legally responsible for approving all financial transactions of SRD.

\* *Official representation/ Public Relations*

- Be the legally responsible person/authorized representative of SRD to external stakeholders such as government authorities, networking agencies, partners, donors and organizations;
- Maintain effective communication with all stakeholders to ensure the organization and its performance are presented in strong and positive image to relevant stakeholders;
- Set up and maintain strong collaboration with networks' members, which SRD is a chair and a member of;
- Build up the effective partnerships with NGOs, communities, donors and other entities to support the work of SRD.

Qualification and competencies required:

- Hold Post-graduate Degrees (Diploma, Master and Ph.D) from abroad in social science, public policy, administration, management, international law, economics, or another relevant fields;
- At least 5 years of working experience in the development sector and at least 3 years experience in senior management/leading position of an organization;
- Proven history of leadership at a non-profit development organization;
- Independent-thinking with a clear understanding of the NGO sector;
- Strong commitment to working for SRD, its development and its core values;
- Excellent strategic thinking;
- Excellent understanding of a wide range of issues regarding organizational development; program, financial, human resources management; community development; civil society; gender; climate change; livelihood and agriculture; forestry governance; economics and politics in Vietnam as well as in a regional and international context;
- Knowledge and understanding of legislation including: Labor Law, Tax System, Foreign Aid- Funded program/project management;
- Experience in grant writing and fundraising. Proven success in fund development with various projects is mandatory;
- Strong analysis, negotiation, conflict resolution and decision making skills;
- Passion, integrity, positive attitude and innovative approach to new challenges, with a sense of justice;
- Have a strong public relation skills and experience in maintaining the external relationships with a wide range of stakeholders/partners and government institutions/agencies;
- Experience in presenting, hosting and chairing at the national and international events and conferences;

- Excellent verbal and written communication skills, including public speaking/presentation both in Vietnamese and English languages;
- Proficiency in Microsoft Word, Excel, PowerPoint, Email, Internet.
- Candidates should be under 50 years of age;

**Remuneration:**

Net income would be from US\$2.800/month, depending on qualifications and competitiveness.

**Submission of Application:**

Qualified candidates may submit their application in English, including a Cover Letter (in English) stating why you are suitable for this position together with CV, copies (notarization not required) of relevant degrees and list of successful written projects by 30 December, 2014 to:

Email to SRD's Human Resources Division via [recruitment@srd.org.vn](mailto:recruitment@srd.org.vn)

Only candidates that are short-listed for an interview will be notified. Applications will not be returned.

For more information, please visit SRD's website at [www.srd.org.vn](http://www.srd.org.vn)

*Following its Child Protection Policy, SRD reserves the right to conduct screening procedures with all applicants before recruitment in order to ensure the best interests of children and to protect the rights of every stakeholder, including representatives and consultants working under contract with SRD.*