

JOB DESCRIPTION

Position Title	Programme Team Leader, Socially Marginalised People (SMP)
Position Classification	Category 3
Department	Programme Department
Location of work	Hanoi, Vietnam
Salary band	Category 3, Step 1-10
Effective date	July 2016

POSITION SUMMARY

The Programme Team Leader, SMP, plays a key role in setting the strategic programme direction of CARE in Vietnam. S/he is responsible for implementing the SMP programme priority, aligning project initiatives, developing new initiatives, guiding the impact measurement of the SMP programme, and supervising portfolio managers within the SMP programme.

REPORTING RELATIONSHIPS

Position reports to	Country Director
Supervisory positions	Portfolio Managers in SMP Programme

KEY RESPONSIBILITIES AND CONTRIBUTIONS

- **Strategic direction setting:** Contribute to strategic direction setting and organisational development of CARE Vietnam as a member of the Senior Management Team (SMT). Lead in developing and implementing SMP strategic and programmatic plans.
- **SMP Programme Management:** Provide leadership and managerial oversight for the SMP programme in terms of team supervision and people management; coordination and resource mobilisation between portfolios to ensure effective programme implementation; programme quality, performance and impact measurement; timely donor and government reporting; contract compliance; and financial accountability. Ensure all projects within the SMP programme are aligned with the programme priority.
- **SMP Programme Development:** Lead the development of new SMP initiatives; guide proposal development and design teams. Keep informed of key trends and best practice related to the SMP programme priority.
- **SMP Partnership and Stakeholder Liaison, Advocacy and Networking, Representation:** Develop and maintain partnerships and networks as it concerns the SMP programme with relevant government agencies, International Organisations, donor agencies, Vietnamese Civil Society Organisation/Community Based Organisation (CSO/CBO) partners, CARE member partners, and other key stakeholders. Be the thematic lead on SMP advocacy work. Be the spoke person on SMP theme.
- **Information sharing, learning, collaboration:** Lead the proactive sharing of SMP programme information and learning both within the Country Office and with appropriate external agencies, partners and stakeholders.
- **Other tasks:** Serve part-time in other roles, for example as Surge Portfolio Manager (PM) or Technical Advisor (TA), as requested by the supervisor.

COMMON ACCOUNTABILITIES OF CARE IN VIETNAM STAFF

Gender Equality and Women Empowerment: CARE Vietnam staff is expected to promote gender integration in programmes and at organisational level. The position holder is expected to advance gender quality and women empowerment in line with competencies as per the Job Category Classification.

Emergency Response: CARE Vietnam staff is expected to be part of the Emergency Response Team. When a disaster strikes in Vietnam, the CARE Vietnam Country Director may call on staff members to provide support to respond to the emergency.

Safety & Security: CARE Vietnam staff is expected to promote a safe and secure work environment; foster a safety and security culture; and ensure consistent application of, and compliance with, CVN safety and security policies and procedures.

Child Protections: CARE Vietnam staff is expected to prevent, oppose and combat all exploitation and abuse of the child; to treat all children fairly, with respect and dignity, regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.

SELECTION CRITERIA

- Postgraduate qualifications in relevant technical area/s and minimum 8 years relevant experience;
- Proven experience in effective strategic planning, direction setting, and strong leadership skills
- Strong conceptual and analytical skills
- Proven experience in people development and management
- Demonstrated experience and skills in coordination and networking
- Comprehensive knowledge of related programmes. Generate and use a high level of theoretical and applied knowledge.
- Excellent written and verbal communication skills in both Vietnamese and English language
- Willingness to travel outside work location and travel and work in other CVN programme areas.

We encourage and support jobholder from all backgrounds, experiences and identities.

Category		3
A. Occupational Equivalents		
Team Leader (Programme, Finance, Admin & HR) Programme Advisor (Gender, Advocacy, DRR/CC, M&E, OD)		
B. Qualification Level		
<ul style="list-style-type: none"> • Postgraduate qualifications or progress towards postgraduate qualifications and minimum of 8 years relevant experience; or • 8 years experience and proven management or relevant technical expertise; or • an equivalent combination of relevant experience and/or education/training 		
C. Competency Level		
Core skills and competencies	Knowledge	Judgment, Problem-solving
<ul style="list-style-type: none"> • Provides teams and departments with clear directions and sets clearly defined objectives for own team or technical area that are translated from CARE's programme strategy. • Excellent analytical skills including the ability to innovate by rapidly responding to highly complex information • Produces comprehensive plans that anticipate foreseeable changed and can be adapted • Conceptualises, develops and oversees the implementation of major technical, management or administrative policies and procedures; ensures that systems and processes support the achievement of results. • Maintains and extends and effective network of strategic partnerships and explores with partners and stakeholders a range of future possibilities that the team/ organisation could aspire to achieve. • Ability to make impactful presentations to wider audiences, to conduct ToT 	<ul style="list-style-type: none"> • Extensive knowledge and excellence in planning and design, project cycle management, people management and financial management, and impact measurement (Team Leader) • Demonstrates detailed and comprehensive knowledge of own technical area, and is recognised as an expert by people across CARE Vietnam and external partners (Advisor) • Maintains comprehensive knowledge of technical issues and knows about state-of-the art and upcoming developments in the technical area; Seeks to be actively involved in cutting-edge research (Advisor) • Positions knowledge sharing as an organisational priority • Engages in industry wide discussions and events seeking to advance own and CARE's current and future thinking (Team Leader and Advisor) • Seeks and proposes opportunities for advancing CARE Vietnam's 	<ul style="list-style-type: none"> • A large degree of autonomy, responsible for significant programme development and implementation, operations, or technical area • Ability to achieve broad objectives within complex organisational structures • Ability to produce high quality work and balance competing priorities within demanding timeframes • Seeks opportunities for improvements across the technical area or department that lead to changes on efficiency and effectiveness • Generates solutions to issues • Maintains visibly high levels of morale in the face of difficulties • Creates measures and uses cost-effectiveness information to monitor progress of defined areas • Makes major operational and technical decisions within defined area and budget

<p>training and capacity building initiatives for staff and partners in both Vietnamese and English language.</p> <ul style="list-style-type: none"> • Organises and gathers resources to achieve objectives/goals; • Excellent written and verbal communication skills in both Vietnamese and English language 	<p>mission.</p> <ul style="list-style-type: none"> • Knowledge and expertise to lead programmes on gender equality and women empowerment to achieve their expected outcomes; Initiate new ideas and approaches to enhance the impact of programmes on women empowerment and gender equality; Act as a strong advocate for gender issues within CARE in Vietnam as well as with other partners; • Knowledge and expertise to contribute to organisation's climate change programming and advance it 	
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D. Level of Supervision

- Working with a considerable degree of autonomy, with broad direction from supervisor.
- Direct management responsibility for a major functional area or project portfolio; manage other staff including administrative, technical and/or programme staff.
- Technical Advisor has 'technical' line responsibility/quality assurance function for Programme Specialists in the respective technical area.