



## JOB DESCRIPTION

<b>JOB TITLE: Programme Team Leader – Remote Ethnic Minority Women (REMW)</b>	
<b>LINE MANAGER: Country Director (CD)</b>	<b>CATEGORY: 3</b>
<b>WORK LOCATION: Ha Noi – Country Office</b>	<b>TEAM: Programme</b>
<b>DIRECT LINE MANAGEMENT: REMW programme team</b>	<b>FINANCIAL RESPONSIBILITY: REMW programme budget</b>

### INTRODUCTION:

CARE is an international development and humanitarian aid organisation fighting global poverty and injustice, with a special focus on working with women and girls to bring lasting change to their communities. CARE works with communities supporting development efforts and providing emergency assistance. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

CARE International in Vietnam (CVN) is a dynamic organisation working with Vietnamese partner organisations over the past 28 years in over 200 projects. CVN recognises that the key to achieving equitable development outcomes lies in shifting deeply rooted, structural underlying causes of poverty and social and gender injustice which contribute to exclusion and vulnerability of particular groups in society. CVN's long term programme goals are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) equitably benefit from development, are resilient to changing circumstances and have a legitimate voice.

### PURPOSE OF THE POSITION:

The Programme Team Leader – REMW plays a crucial role in setting the strategic programme direction of CVN. S/he is responsible for implementing the REMW programme priorities, aligning project initiatives, developing new ideas, guiding the impact measurement and supervising portfolio managers within the REMW programme. S/he is a member of the Senior Management Team (SMT) of CVN.

This position is based in Hanoi, with travel to project sites as needed.

### MAIN RESPONSIBILITIES:

#### STRATEGY AND LEADERSHIP:

- Actively contribute to CVN's strategic direction setting and organisational development as a senior manager of CVN;
- In cooperation with other staff, promote organisational cohesion and learning through coordination and information sharing among and between all staff; and
- Demonstrate a passion and commitment to CARE's approach and values including gender equality and diversity, and show leadership on these issues through the CVN team.

#### PROGRAMME DEVELOPMENT:

- Lead the development of new concept notes and proposals including analysis, theory of change, approaches and actively seek funding and partnership opportunities;
- Ensure quality, coherence and synergy of gender related work in REMW programme development planning and management;
- Keep updated of emerging trends and best practices relevant to the REMW programme priorities to inform programme development and strategic planning for the whole organisation.



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### **PROGRAMME IMPLEMENTATION AND QUALITY ASSURANCE**

- Oversee the implementation of the REMW programme including planning, resource allocation, monitoring evaluation and learning;
- Ensure the programme delivers high quality results and outcomes;
- Manage risks and overcome or adapt to programme management challenges and obstacles;
- Ensure communication and consultation with key programme partners and stakeholders;
- Ensure all projects within REMW programme are aligned with CVN programme priorities;
- Ensure that logistics, procurement, finance, security, and human resource needs of the programme are coordinated with other staff to enable effective support to programme implementation; and
- Coordinate to produce high quality and timely reports to donor (in English) and government (in Vietnamese).

### **BUDGET MANAGEMENT**

- Ensure effective and accountable budget management of the programme;
- Ensure the efficient and proper use of programme funds in line with the approved budget and in compliance with CARE's finance manual and donor guidelines; and
- Ensure that programme staff follow CVN's rules and regulations.

### **MONITORING, EVALUATION AND LEARNING (MEL)**

- Oversee the management, application and implementation of MEL across the REMW programme;
- Oversee the implementation of REMW projects results frameworks, and implementation and reporting of REMW programme indicators, and MEL plan;
- Ensure that adequate budget is allocated to MEL and ensure quality of reporting;
- Ensure that MEL responsibilities are part of programme staff's annual objective setting (Annual Plan and Performance Appraisal - APPA) and work plan; and
- Lead the sharing process on REMW programme both within the Country Office and with partners and stakeholders.

### **TEAM MANAGEMENT**

- Empower, lead and manage team effectively to ensure good team work and high performance including encouraging initiative-taking and leadership among team members;
- Ensure clear and effective role division and coordination within the team;
- Ensure the implementation of CVN's Staff Code of Conduct;
- Take lead in conflict resolution, if any, in the team and contribute to mitigation of team frustrations;
- Provide effective support and ensure learning opportunities for staff development;
- As a member of SMT, identify critical staff needs and coordinate with Human Resource (HR) on staffing plan.

### **PARTNERSHIP, ADVOCACY, AND REPRESENTATION:**

- Ensure the effective application of 'partner-led' approach in programme design and implementation;
- Develop and maintain effective relationships with relevant internal and external stakeholders;
- Take overall lead role on REMW programme advocacy, and be a spoke person on REMW programme themes; and
- Represent CVN to external events as required.



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### COMMON ACCOUNTABILITIES FOR CVN STAFF:

- Proactively manage and participate in the APPA process including annual appraisal, mid-year review and regular 1:1 meeting, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plan as ways of improving performance and outcomes;
- Engage in emergency preparedness and be ready to join emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies and procedures;
- Demonstrate an ongoing commitment to gender equality, diversity and child protection; and
- Comply with CVN's financial and operational requirements, foster strong communication between operations and programme teams and uphold high standards of honesty and integrity in personal conduct.

### EXPERIENCE AND QUALIFICATIONS:

- Minimum Bachelor degree or equivalent in Development or Social studies /Public policy/Management, and a Minimum 6 years' experience in a similar role;
- Proven experience to lead and manage a technically complex programme made up of multiple projects, with minimal supervision;
- Proven experience in strategic planning, direction setting, strong conceptual and analytical skills;
- Sound experience in leading, managing and empowering team including delegating responsibilities;
- Demonstrated strong leadership, decision making, conflict resolution;
- Demonstrated high level organisational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment;
- Strong representation, networking and influencing skills;
- Demonstrated understanding of gender equality and women's empowerment and a commitment to CARE's approaches and values;
- Fluent oral and written communication skills in both Vietnamese and English and presentation skills; and
- Fully conversant in Microsoft Office and numeracy skills.

**APPROVED BY:** Country Director

**DATE:** 20 October 2017