

Updated: 25<sup>th</sup> June 15

## TERMS OF REFERENCE

<b>Position Title:</b>	<b>Governance Program Manager</b>
<b>Position Description:</b>	As a long-term position, the Governance Program Manager assists the Governance Director in implementing activities
<b>Reports to:</b>	The Governance Director
<b>Main place of work:</b>	Hanoi, Vietnam.
<b>Period of employment:</b>	Full-time position.

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## BACKGROUND

The USAID Governance for Inclusive Growth (GIG) Program (the Program) aims to assist Vietnam's efforts to achieve sustainable and equitable economic growth by working with the Government of Vietnam, its private sector, and civil society organizations to maintain the momentum in expanding market reforms, institutional modernization, and global integration in trade. Further, the Program strives to ensure that growth reaches all segments of Vietnam's population by implementing targeted initiatives to address the unique challenges faced by historically disadvantaged and vulnerable groups, as well as to empower women.

The Program has five high-level objectives:

1. Increased trade and investment
2. Enhanced private sector competitiveness
3. Strengthened rule of law and judicial effectiveness
4. More effective public administration and financial management
5. Greater social and economic inclusion for all citizens

The Program will provide technical assistance, training, and other direct support to the government, led by the prime program partner, the Ministry of Justice (MOJ), to strengthen policy-making, implementation, oversight, performance management, and other accountability mechanisms. It will promote greater exchange, networking, and sharing of information nationwide within and between the government, private sector, and civil society organizations, including social organizations, research centers and universities. Program activities will include, but not be limited to: providing training programs and workshops, data collection and analyses, public awareness forums and communications campaigns; technical assistance particularly in relation to Vietnam's commitments under the Trans-Pacific Partnership (TPP); grants to empower and increase economic participation of women, ethnic minorities, and other vulnerable groups; and facilitation of innovative partnerships with the business community.

The Expected Results (ERs) of the program are:

- ER 1: A clear and transparent legal and regulatory framework
- ER 2: Improved accountability of public institutions
- ER 3: Improved inclusion and expanded opportunities for vulnerable populations

## INDICATIVE RESPONSIBILITIES OF THE POSITION

As a long-term position, the Governance Program Manager assists the Governance Director in implementing activities under the three primary programmatic areas of the USAID Governance for Inclusive Growth (GIG) Project (the Program):

- Component 1: Improving legal and regulatory frameworks through a dynamic, inclusive policy-making process;
- Component 2: Improving accountability of public institutions; and
- Component 3: Improving public outreach and public policy reporting; grants to catalyze systemic engagement of civil society organizations (CSOs) in the reform process.

The Governance Program Manager supports the Governance Director and cooperates with other Program staff in leading the design and implementation of programs relating to financial and institutional integrity within the Government of Vietnam. Key counterparts may include the Ministry of Finance, State Audit of Vietnam (SAV), and Ministry of Planning and Investment (MPI). The position may also coordinate with civil society organizations, business associations, chambers of commerce, think tanks, and academia as required.

Specifically, within the framework of Annual Work Plans (AWPs), the Governance Program Manager will:

- Develop and implement programs promoting financial and institutional integrity, including management and policy-related work pertaining to the state budget, interagency coordination, public procurement, investment, and other matters of public finance management.
- Contribute technical input, in the form of research, analysis, and consultation on matters of financial and institutional integrity.
- Support the Governance Director to develop, propose, negotiate, implement, report on progress and achieve the results of activities responsive to fulfillment of contractual requirements of the six Key Results Areas (KRAs) of Expected Result 2 of the GIG Results Framework
- Work collaboratively with the Program partners (government partners, business, research institutions, media and society organizations) and work closely with Program staff on the preparation of AWPs, specifying deliverables designed to achieve key results under ER 2 and build partners' technical capacities
- Assist in the identification of, and serve as liaison to, Vietnamese short term consultants for Program activities
- Maintain and nurture a consistent focus on the core program vision of enhancing transparency, accountability, rule of law, competitiveness, and inclusiveness
- Contribute to direct technical assistance, including (but not limited to) research, consultations, and capacity building activities that advance program results
- Contribute to program reporting through progress reports, post-activity reports, and status updates to GIG partners
- Draft program documents such as Terms of Reference and Scopes of Work
- Inform program development and implementation by providing context and advice concerning the political and socio-economic environment
- Support the training and development of government counterparts and Program staff
- Contribute to program collaboration to articulate innovative and inclusive partnerships that advance the component's results, including but not limited to public private dialogue.
- Contribute to program development, project design, and exploration of potential activities through engagement with GVN partners, civil society representatives, and other stakeholders.

The position also is expected to contribute indirectly to the achievement of Program results by undertaking other tasks or duties as directed by the supervisor, consistent with program objectives and the technical skills required for the position.

## **PLACES OF WORK**

The main place of work will be Hanoi, Vietnam. Travel inside the country is expected as required by program activities. Work and travel will be in compliance with the policies and procedures of the Program.

## **QUALIFICATIONS AND KEY COMPETENCIES**

The Governance Program Manager should have:

- Capacity to act as an effective liaison between the Program and the Government of Vietnam (GVN)
- Sound understanding of the context for public policy environment, public administration, and governance issues in Vietnam
- Solid practical knowledge of Vietnam's public financial system and practices
- Ability to support GVN counterparts to lead meetings, conduct research, design workplans and training programs, and support program preparation, prioritization, execution, and evaluation
- Ability to facilitate analysis from a global perspective, with the ability to offer practical policy advice on accountability and transparency issues based on local realities
- Strong communication and interpersonal skills
- Strong operational capacity in managing activities
- Ability to work in a team environment, to multi-task and work under significant time pressure and engage effectively with high-level government officials.

## **EDUCATION AND EXPERIENCES**

- Bachelor degree in law, international relations, public administration, public finance, public policy -- or related field – required. Masters degree preferred
- Minimum of 5 years of relevant work experience
- Working knowledge of international cooperation efforts focusing on public financial management in Vietnam, is preferred
- Fluent written and spoken Vietnamese and English required.

## **HOW TO APPLY**

Applications will be reviewed on a rolling basis but this application window will close on COB July 14<sup>th</sup>, 2015. To apply, please submit an expression of interest and CV only to [HR@VietnamGIG.com](mailto:HR@VietnamGIG.com). Other supporting documents are not required until the final round of interview. Please include the position of interest in the subject line email following this format: Application - Name of position – Your full name. Only short-listed candidates will be contacted. No telephone inquiries please.