

TERM OF REFERENCE

Position: Program Manager

Location: SCDI Office, 240 Mai Anh Tuan, Ba Dinh, Hanoi

Working time: Fulltime

Report to: Program Director

Organization information

Established in January 2010, the Center for Supporting Community Development Initiatives (SCDI) is a non-governmental, non-profit organization registered under the Vietnam Union of Science and Technology Associations.

SCDI deeply believes that each individual and community has great hidden potential, which can be used not only to tackle their own problems, but also to contribute to the development of the society. Through the approach of empowerment together with policy advocacy, SCDI aims to create motivation and an environment for these potentials to be realized in favor of positive goals.

Program information

The Community Development Program focuses on empowerment for vulnerable communities, supporting them to develop their organization and implementing interventions supporting the needs of their communities. In all projects being delivered by the Program, it is members of the community who implement and benefit from interventions. By supporting the design and testing of self-help group models of these communities, SCDI aims to replicate the successful strategies and further influence society. There are several projects within the Program that have been implemented to provide harm reduction support for the marginalized groups including drug users, sex workers, LGBTi, vulnerable adolescents, girls, and young women, etc. The projects are funded by multi-international donors such as Aids Fonds/STOP AIDS NOW!, the International HIV/AIDS Alliance (the Alliance), the Dutch Ministry of Foreign Affairs (the Ministry), Open Society Foundation (OSF U.S.A), National Institute on Drug Abuse (NIDA) & France REcherche Nord&sud Sida-hiv Hépatites, INSERM (ANRS),...

We are seeking qualified applicant for the position of Program Manager based in Hanoi.

Responsibilities

The Program Manager will work in close collaboration with other team members and implementing partners to ensure that all activities are well managed to achieve goals and most efficient use of resources of the program's projects. Essential duties and responsibilities including the following:

- *Implementation & Management of the Program's projects (under the guidance and supervision of the Program Director):*
 - Be in charge of the development and management of all projects' work plans and budgets;
 - Oversee the execution of project plans and the implementation of all projects;
 - Coordinate, monitor and support the project teams and implementing partners to organize project activities, and follow up to ensure delivery of desirable outcomes within projected time frame;
 - Handle project budgets to ensure the budgets are spent appropriately, according to donor requirements and SCDI's financial cost norms
 - Contact with central and local stakeholders (government agencies, health centers, CBOs, local authorities, etc.) to advocate, foster collaboration and promote project activities;
 - Role out monitoring and evaluation plans based on project proposals and goals
 - Coordinate support for international experts and consultants to execute their tasks with the project as required;
 - Participate in researches, evaluation and development of technical documents;
 - Provide technical assistance and support to provincial project officers and partners;
 - Review and consolidate reports of different project sites into the project report; timely provide feedbacks to solve problems and improve the project quality;
 - Conduct quarterly and ad-hoc visits to project sites to monitor project implementation and provide technical assistance;
- *Planning & Reporting:*
 - Assist the Program Director to complete quarterly, semi-annual reports ensuring compliance with donor requirements
 - Support Project Manager in negotiation and contract signing with local project partners;
- *Supporting (Program Director with programming development and expansion):*
 - Contribute to the development of project proposals and budgets in line with the organizational goals
 - Contribute to explore external funding opportunities and develop grants proposals with Program Director
- *Others:*
 - Maintain behavior/conduct in line with SCDI's values and mission statement to colleagues, charitable beneficiaries, partners, and the general public
 - Participate in relevant activities of the program and SCDI when required.
 - Other duties as assigned

Knowledge and skills required

- At least 5 years of work experience in social work, project management or HIV/AIDS related areas, with at least two-year experience in HIV/AIDS harm reduction related interventions for the HIV/AIDS highly risked groups.

- Bachelor degree, preferably in social work, public health, management or other social sciences.
- Demonstrated capacity and experience in coordinating project activities.
- Demonstrated capacity and experience in advocacy and coordinating with multiple partners (community, government and international organizations).
- Demonstrated knowledge of children, young people and vulnerable groups that SCDI is working with (people living with HIV, sex workers, drug users, LGBT, etc.)
- Organizational and problem-solving skills
- Good communication and interpersonal skills
- Ability to work independently or in a team and with diverse groups of stakeholders
- High responsibility, resourcefulness, ability to handle multiple tasks and changing priorities
- Good English written and oral communication skills
- Competence in Word, Excel, Power Point and other internet-based working tools.

Other requirements:

- Willing to travel to project provinces
- No stigma and discrimination against people living with HIV, drug users and other vulnerable groups.

Salary and compensation:

- Salary is negotiable and commensurate with capacity and experience, with an opportunity of reviewed annually based on staff's performance.
- Benefit package (insurance, annual leave, health check and incentives) as regulated by Vietnam's Labor Law and SCDI's policies.
- Participation in staff development program.
- Probation: 2 months, salary during probation period is equivalent to 85% starting salary.

How to apply:

Interested applicants should send a cover letter and a CV via email to: nhungtran@scdi.org.vn

Application deadline: 20 April 2017. Only short-listed applicants will be contacted.

SCDI offers equal employment opportunity for all applicants, irrespective of gender, sexual orientation, ethnicity and religion. SCDI encourages members of vulnerable communities with suitable capacity to apply for position at SCDI.

Please check in our website: www.scdi.org.vn for more information about the organization.