



JOB DESCRIPTION

Position	General Manager
Team	Leadership
Status	Full time
Location	Blue Dragon Children's Foundation, Hanoi
Last updated	March 2017

Job Purpose

To lead the implementation of Blue Dragon's mission, vision and policies on a daily basis.

Job Context

Blue Dragon Children's Foundation is a grassroots charity serving children in crisis throughout Vietnam. We believe that every child deserves the best care we can offer. Blue Dragon kids are street kids, children with disabilities, and children who have been trafficked. We rescue kids from danger, reunite them with their families when we can, and provide all the services needed for recovery and growth.

Blue Dragon provides equal employment opportunities for open positions to all qualified persons without discrimination. We will make job accommodations for the needs of people with disabilities.

Key Objectives

- Ensure that Blue Dragon's mission and values are put into action across the organisation
- Work with staff from across the organisation on developing and implementing policies, plans, budgets and strategies
- Work with the Founder to represent the organisation among the local community
- Ensure all staff have the resources and support needed to do their jobs
- Seek and develop opportunities to advance Blue Dragon's mission

Main Responsibilities

Position responsibilities will be negotiated with the Founder, managers and other team members, but are expected to include:

- Work with the Founder and all staff on the development and regular view of strategies, policies and plans
- Oversee the implementation of Blue Dragon strategies, policies and plans
- Oversee, organise and implement projects and key activities
- Support the HR Department in the recruitment, development, and care of Blue Dragon staff
- Support senior leaders to monitor impact and evaluate Blue Dragon's work
- Support senior leaders to ensure exceptional quality in all programming
- Lead the processes of planning, budgeting and evaluation
- Develop a caring, positive culture across the organization, in line with Blue Dragon's mission
- Write the Annual Report in cooperation with the Communications and Fundraising Department
- Ensure effective communication and collaboration across the organization
- Ensure Blue Dragon's operations comply with all local laws and regulations
- Assist in reporting to partners, donors, and government bodies
- Uphold Blue Dragon's mission and values

Support

The General Manager is supported by the Founder, and works collaboratively with all leaders.

Key selection criteria

- Demonstrated skills and experience in working in complex, child-oriented environments
- Highly organized
- Calm under pressure
- Passion and enthusiasm for leading social change from the ground up
- General knowledge and understanding of the Vietnamese development context and government
- In-depth knowledge of working in an NGO in Vietnam
- Excellent interpersonal and communication skills
- Demonstrated ability to lead and inspire a team
- Willing to work flexible hours including out of hours, evening and weekend work
- High level English language and Vietnamese language skills
- Demonstrated commitment to Blue Dragon values
- Willingness to learn and develop
- Strong computer skills: Microsoft Word, Excel, databases, emails and internet