

Position Job Description

Position		Division
Chief of Party – International Labor Rights		Vietnam Office
Section/Unit	Vietnam Project Unit	
Reports to	Project Advisor (Country Program Manager, Vietnam)	
Subordinates	Assigned project member	
Coordinate to	Local project partners and project team	
Place of Work	Vietnam	
Contract Duration	27 Months from July 2017 to September 2019	
Overall responsibilities	<p>Chief of Party is responsible for overall management and operations of the project designed to improve awareness and strengthen the practice of international labor standards in Vietnam.</p> <p>S/he manage activities for raising awareness, establishing sustainable monitoring mechanisms and advancing constructive channels for dialogue. S/he also provides both technical guidance in the design and implementation of program activities, and project management to ensure that the project is being implemented in accordance with the project timeline and budget, along with meeting reporting and monitoring requirements.</p> <p>The Chief of Party reports directly to the Project Advisor (Country Program Manager, Vietnam) and works closely with the local partners and the assigned project team.</p>	
Key tasks and responsibilities	<ol style="list-style-type: none"> 1. Oversee project preparation and start-up <ul style="list-style-type: none"> • Work with the Project Advisor to complete steps to obtain the project approval letter issued accordingly by the relevant authority agencies • Assist in the development of the project cost norms, administrative procedures, tools and system for effective program operations in line with local regulations • Establish engagement with stakeholders from CSO, VCCI, government agencies, ILO Better Work and other associated partners 2. Manage project activities with the requisite level of technical expertise guiding design and implementation and tracking performance across project objectives <ul style="list-style-type: none"> • Develop detailed workplans and budgets for project activities in line with project objectives • Work closely with stakeholders in planning and implementing activities as approved • Contribute as appropriate to project activities, including training, events, monitoring mechanism on compliance with labor standards, social dialogues at the factory, industrial zone and national levels • Engage and manage external consultants as required and within approved budget • Lead the development of the project’s technical design and implementation • Provide technical support for smooth and effective project operation 	

	<p>3. Conduct project monitoring and evaluation</p> <ul style="list-style-type: none"> • Work with Kenan’s M&E Specialist in development of an M&E system aligned with the project’s M&E Plan • Conduct regular monitoring and evaluation to ensure project activities are implemented as planned • Carry out regular field visits to identify problems or issues • Synthesize and document lessons learnt for sharing • Tracking project expenditure in line with budget • Monitoring project performance and acting promptly and responsibly to address project revisions as appropriate to achieve the projects defined goal and objectives <p>4. Establish, develop and manage partnership and provide support and capacity building to stakeholders</p> <ul style="list-style-type: none"> • Provide updated information of project activities to the project’s stakeholders • Provide regular technical support to stakeholders • Communicate with project CSOs and relevant government agencies, ensure regular meetings of Project Advisory Committee and act on guidance accordingly • Participate in and representing Kenan to key stakeholders • Able to constructively engage the public and the government <p>5. Personnel development</p> <ul style="list-style-type: none"> • Provide coaching to other staff on the project • Present an active commitment in individual personal development <p>6. Other assignment as instructed</p>
<p>Qualification</p>	<ul style="list-style-type: none"> • A minimum 7 years of experience working in international labor standards and/or industrial relations programs in Vietnam • Experience in working with government agencies, multilateral organizations and/or corporate clients is a MUST. • Demonstrated ability to collaborate with private enterprises, governments, experts and other international organizations • Good interpersonal and teamwork skills • Demonstrated experience in program management and reporting • Solid understanding of the Vietnamese government system at the provincial, district, and commune levels • Strong command in written and spoken English • Computer Literacy: MS Office (Microsoft Powerpoint, Word and Excel) • Master’s degree in related field