

Position Job Description

Position		Division
Project Manager		Vietnam Office
Section/Unit	Vietnam Project Unit	
Reports to	Country Program Manager, Vietnam	
Subordinates	Assigned project members	
Coordinate with	Local project partners and project team	
Place of Work	Hanoi, Vietnam	
Contract Duration	18 Months from May 2018 to 31/10/2019	
Overall Responsibilities	<p>The Project Manager will lead on the implementation and coordination of projects in the Vietnam Program. His/her responsibilities include overseeing the design and delivery of training, mentoring, facilitating dialogue with multiple stakeholders. S/he will support the Vietnam program in managing the project stakeholders. S/he reports directly to Country Program Manager, Vietnam and works closely with the local partners and the assigned project team.</p> <p>The Project Manager will be based in Hanoi with frequent travel to the project sites.</p>	
Key tasks and responsibilities	<ol style="list-style-type: none"> Conduct effectively project design and implementation <ul style="list-style-type: none"> Provide oversight of the implementation of <u>awareness raising</u> activities Design and provide the training, mentoring and facilitating dialogue and negotiation across multiple stakeholders Work with project partners and consultants in designing a process for tracking practices of labor standards in enterprises Coordinate with relevant people to hold dialogue and negotiation meetings among project stakeholders Provide ongoing update and report on project activities Conduct regularly project monitoring and evaluation <ul style="list-style-type: none"> Oversee project monitoring and evaluation to ensure project activities are implemented as planned Carry out regular field visits to identify problems or issues Other assignment as instructed 	
Qualifications	<ul style="list-style-type: none"> A minimum 5 years of experience working in manufacturing sector, personnel, labor standards and compliance, Vietnam labor regulations related. Experience in working with multinational companies or FDI to Vietnam Demonstrated ability to collaborate with private enterprises, governments, experts and other international organizations Good interpersonal and teamwork skills Demonstrated experience in 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 	