



Position Job Description

Position	Division
Education and Development Specialist	Vietnam Office
Section/Unit	Vietnam Office
Reports to	Country Program Manager, Vietnam
Subordinates	None
Coordinate with	Project and technical teams in BKK and Vietnam The local team in Vietnam
Place of Work	Hanoi, Vietnam
Contract Duration	12 Months from 1 May 2018 to 30 April 2019 and to be extended
Overall Responsibilities	Responsible for the STEM Education (Science, Technology, Engineering, and Math) leading in order to achieve project goal, objectives, milestones and targets to meet the 5 years strategic plan. This includes co-design with local - international experts and upgrade schools and priorities as needed and providing technical, project and financial management expertise to education program. Consultant reports directly to the Country Program manager
Key tasks and responsibilities	<ol style="list-style-type: none"> 1. Provide the technical education areas especially STEM aspects to fulfill the 5- year strategic plan 2. Manage the project implementation in professional manner accordingly to the service level agreement and meet client demands and deadlines 3. Monitoring and Reporting 4. Implement the enhancing and developing Kenan's excellent external profile 5. Develop and Manage Team
Qualifications	<ul style="list-style-type: none"> • Bachelor/master degree in Social Science or Education or Development or related field • The ability to multi-task, meet client demands and deadlines, as well as a strong results focus and ability to work effectively across multiple disciplines are also essential skills • Knowledge and experience developing project designs for development projects