

Position Job Description

Position		Division
Manager, Education		Vietnam Office
Section/Unit	Vietnam Office	
Reports to	Country Program Manager, Vietnam	
Subordinates	No direct subordinates	
Coordinate with	Business development and technical teams in Thailand and Vietnam	
Place of Work	Hanoi, Vietnam	
Contract Duration	12 Months and to be extended	
Overall Responsibilities	Responsible for managing several projects in Education and Capacity Building fields in order to achieve project goal, objectives, milestones and targets. This includes supporting the design of project proposals and services with local - international experts, providing technical, project and financial management expertise and managing a network of experts and partners.. Project Manager reports directly to the Country Program manager	
Key tasks and responsibilities	<p><b>1. Manage the project implementation in professional manner accordingly to the service level agreement and meet client demands and deadlines</b></p> <ul style="list-style-type: none"> <li>• <b>Set up the projects, detailed work plan</b>, project tracking sheet, procedures and obtain the project approval from internal and KEY external stakeholders to ensure practical results through superior implementation</li> <li>• <b>Conduct and facilitate the project activities</b> accordingly to the project plan.</li> <li>• <b>Work closely with local, provincial and national stakeholders</b> to archive the project goals and objectives</li> <li>• Manage networks of implementation partners and external experts</li> <li>• <b>Oversee the project implementation</b>; ensuring that the quantity and quality agreed are met expectations and per milestone</li> <li>• <b>Set up interim meeting with key stakeholder</b> (when appropriate) to ensure each project deliverables are met expectations</li> <li>• <b>Ensure the effective communication flow</b> among internal and external team</li> <li>• <b>Support in evaluation of project activities</b> in a timely and professional manner</li> </ul>	
	<p><b>2. Provide the technical support to the business development efforts</b></p> <ul style="list-style-type: none"> <li>• Support the BD team in developing proposals/ and concept notes in the areas of education and capacity building</li> <li>• Join BD and management on pitches to potential clients.</li> <li>• Support the BD team in developing the methodology, risk and opportunities assessment, and strategies for implementation plan for corporate and institutional donors.</li> <li>• <b>Support the Country Program Manager, Vietnam</b> in securing project funding from corporate clients in Vietnam and building network.</li> </ul>	
	<p><b>3. Monitoring, Evaluation and Reporting</b></p> <ul style="list-style-type: none"> <li>• <b>Monitor and evaluate the progress of the projects</b> to ensure donor compliance through effectively managing staff, partners, and consultants to achieve the deliverable and produce quality reports in a timely manner and in support of Kenan's project evaluation framework.</li> <li>• <b>Work closely with key technical and staff</b> on preparation of progress reports, mid-term and final evaluation to ensure compliance to ensure the quality and report framework meets client's expectation</li> </ul>	
	<p><b>4. Implement the enhancing and developing Kenan's excellent external profile</b></p> <ul style="list-style-type: none"> <li>• <b>Assist with marketing &amp; public relation activities</b> for the Kenan and projects. <ul style="list-style-type: none"> <li>○ <b>Contribute in conducting the credible and persuasive</b> communication of Kenan's strategic ambition to key audiences - the media, policy-makers, private sector</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ <i>Networking with key body</i> in private sector in Vietnam</li> <li>○ <i>Actively participate on social media through projects and general knowledge</i></li> </ul>
	<p><b>5. Develop and Manage Team</b></p> <ul style="list-style-type: none"> <li>● <i>Expand the capability and development of the Kenan members</i> by utilizing mixed interventions e.g. sharing the knowledge, experiences and expertise, set up the End of Project Review (EOPR), coach junior staff/outsource, etc</li> <li>● Be responsible for <i>building - or helping to ensure the success of – cross- teams’ knowledge/skills sharing</i> such as insight of client information and how to successfully engagement client which bring about to become prefer vendor</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Bachelor/master degree in Social Science, Education or Development or related field</li> <li>● 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</li> <li>● 5 years of experience in development programming that include capacity building or education-related activities</li> <li>● Knowledge and experience in designing projects/services for development projects</li> <li>● Previously was a project manager for an international development project</li> </ul>