

VVOB vacancies announcement

Context

VVOB – Education for Development is a Belgian organization that seeks to contribute to poverty reduction and to a fairer world with increased opportunities for all. Our main objective is to sustainably improve the quality, efficiency and effectiveness of education and training in developing countries.

Currently, VVOB Vietnam is implementing 1 programme and two projects:

1. Programme: “Mitigating Preschool Children’s Barriers to Learning in Disadvantaged and Ethnically Diverse Districts”- BAMl in Quang Nam, Quang Ngai, Kon Tum provinces (2018-2021)
2. Project: “GENder-responsive Teaching and Learning in the Early years”- GENTLE in Quang Nam and Quang Ngai provinces (6/2018-5/2021)
3. Project: “Communities of practice Inspiring Teaching Innovations in the early Education System in Vietnam”- CITIES in Danang city (6/2019-5/2020)

Position

VVOB Vietnam is currently looking for qualified candidates for three positions:

- 1 Education Advisor
- 2 Coordinators

1. Education advisor: 01 person

Key Responsibilities

- Building, measuring and reviewing the strategies on effective teacher professional development for early childhood education teachers in disadvantaged areas,
- Developing key interventions on mitigating children’s barriers to learning and participation in early childhood education;
- Implementing capacity development activities for the programme team and partners on effective teacher professional development and mitigating children’s barriers to learning and participation in early childhood development
- Working closely with national and international experts to provide technical supports for the programme implementation
- Providing timely technical support to the team and Provincial Programme Management Unit
- Supporting the monitoring and evaluation of the programme including report writing, writing success stories etc.
- Establishing good relationship and networking with national and international partners to share and learn good practices
- Keeping updated about latest research, new trends of development in early childhood education sector to disseminate to programme team and partners
- Providing inputs in the development of grant proposals for potential donors

Required Skills and Experience

Essential:

- Have an open-minded, self-critical professional attitude and being able to work in a team while guaranteeing high quality personal performance.
- Master in education studies, education management or related fields
- At least 5 years experience in education system development, teacher professional development and in-service training in the Vietnamese public school context.
- In-depth understanding of barriers to learning of preschool children
- Ability to coach and advise other team members
- Experience with working with the Vietnamese Ministry of Education and Training and the provincial Departments of Education and Training

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- Experience with programme management, preferably Project Cycle Management
- Excellent written and spoken English

Desirable:

- Experience working in early childhood education context
- Experience with gender/equity/ environment as cross cutting issues in education
- Experience with working in NGO's education projects

2. Coordinators: 02 persons

Key responsibilities:

Coordination, planning, monitoring and reporting of programme/project implementation at provincial or city level (60%)

- Coordinate the preparation of operational plans, including budget planning and their implementation
- Monitor the programme/ project budget and expenditures;
- Coordinate procurement, administration, logistics for programme /project activities
- Coordinate the regular review of progress towards achieving planned results;
- Prepare timely and accurate reports to the stakeholders involved and feed the VVOB Monitoring and Evaluation strategies with high quality information.

Programme implementation (40%)

- Provide technical advice, guidance and support on Continuous Professional Development (CPD), instructional leadership and change management Build and maintain sustainable partnerships with local government partners and relevant stakeholders at district, city, provincial and national level.
- guarantee alignment of the programme/project of which you are in charge with the overall VVOB Capacity Development strategies.
- Coordinate and provide input to the development, implementation and follow up the financial, technical and institutional capacity development (CD) strategies and CD methods for the programme and specifically the component of which you are in charge
- Ensure technical, institutional and financial sustainability of the program on school, district and provincial level;
- Contribute to internal and external communication of VVOB Vietnam and VVOB head office.

Required Skills and Experience

Essential:

- Master in development studies, business administration, education or related fields
- At least three years of relevant experience in a similar position
- At least three year of experience in education sector
- In-depth experience with project/programme management and project/programme coordination
- Excellent planning and reporting skills, able to design and respect timing in a complex context.
- Excellent written and spoken English and Vietnamese
- (for CITIES project): experience in organizing symposium or events with multiple stakeholders from within and outside of government.

Desirable:

- Experience with professional development / Capacity Development
- Experience with gender and equity as cross cutting issues in education
- Experience with working in NGO's education projects
- (for CITIES project): insight in the challenges and opportunities that fast urbanization brings to societies and to the education systems.

Starting date and working location:

Start date is on or before 01/06/2019 in VVOB's office in Da Nang.

Contract duration and benefit:

The contract duration will be at least 2 years and its extension will depend on the budget availability. Selected candidate will be offered a friendly and creative working environment, a good benefit package including the social insurance according to the government scheme and additional insurance for staff and family, 30 days of annual leave and several professional development opportunities.

VVOB is committed to supporting its staff to achieve their maximum potential and will provide opportunities for professional development for the successful candidate, along with an attractive remuneration package.

To apply please send cover letter and detailed CV in English with at least 3 references to:

Mrs. Nguyen Phuong Anh- Deputy Programme Manager, phuonganh.n@vvob.be

Subject: Application for the position title

Please do not send certificates. Closing date for submission is **19 March 2019 (9am)**. While we thank all applicants for their interest, only shortlisted candidates will be contacted.

VVOB is an Equal Opportunity Employer fully committed to achieving a diverse workforce

