

# Project Manager at RLS SEA

## Job Description: Project Manager

Rosa Luxemburg Stiftung (RLS) has its roots in the 1990 in Berlin founded association "Social Analysis and Political Education". In 1996, RLS was recognised by the Party of Democratic Socialism (PDS) as its close political education institution. Nowadays, the RLS is affiliated with the German political party "Die LINKE" ("The") founded in 2007, and works closely together with "Left" actors worldwide.

The RLS has become a provider of political education and a center for progressive social research in both Germany and throughout the world. As one of six party-affiliated political foundations in Germany, it supports partners in over 80 countries striving for social justice, strengthened public participation and social-ecological development. In April 2009, the RLS Regional Representative Office for Southeast Asia was opened in Hanoi managing activities and partnerships in Vietnam, Cambodia, Laos and Myanmar.

In the Southeast Asian region, RLS embraces the mission of assisting transformation countries, such as Cambodia, Laos, Myanmar and Vietnam to a socially just, sustainable and participatory society. Currently, it is cooperating with approximately 15 partner organisations like academic institutions and "grass-root" organisations as well as state partners on a variety of issues within the three components of social justice, socio-ecological transformation and questions concerning the ASEAN region.

## Position Concept:

The Project Manager is responsible for supporting the RLS Representative Office Southeast Asia in developing the country program in the RLS SEA region with a special focus on managing the implementation of planned activities. S/he is in charge of maintaining and widening the RLS network of potential partner organizations in these countries. The Project Manager supports planning, monitoring and evaluation processes (including knowledge management, reporting and proposal writing) required by the donor of the RLS and the RLS SEA. The Project Manager assists and reports to the director of RLS Southeast Asia. S/he works in close contact with the staff of the RLS office and the RLS headquarters in Germany.

## **Responsibilities and Tasks**

The Project Manager will execute the following responsibilities and tasks:

- Responsible for smooth and effective operational management of all project activities
  - Manages day-to-day operational aspects of the project with RLS cooperation partners and RLS project and office managers;
  - Supervises and ensures the good quality of partner proposals;
  - Ensures project documents are complete, up-to-date, and filed appropriately;
  - Effectively develops and applies project management standards;
  - Maintains and qualifies forms, data sheets, financial guidelines of RLS and the Federal Ministry of Economic Cooperation and Development (BMZ);
  - Monitors project activities onsite;
  - Reports and coordinates carefully on the project's progress together with the RLS finance managers;
  - Effectively communicates relevant project information to the Director and the team of RLS SEA;
- Responsible for ensuring correct, complete and transparent financial administration of the project
  - Collects and maintains documents and files properly, produces scans of invoices and maintains soft copy files;
  - Compiles and comments budgets and enters budgeting data into a specified and complex financial software ("IPAS2.0");
  - Monitors and sends request to the finance managers to proceed funds/payments;
  - Ensures that financial documents like invoices are factually correct as well as that financial documentations are proper and meaningful;
- Responsible for building and maintaining effective partner and stakeholder relations
  - Maintains and broadens the RLS contact person/partner network in the RLS SEA region, including the German Embassy, as well as other German and International organizations;
  - Creates friendly and trustful partnerships with RLS' cooperation partners and other partners, seeks for advice of the director if problems arise.
  - Trains cooperation partners, if necessary, in the processes, methodologies and/or PM tools, applied by RLS for increasing project efficiency and effectiveness.

- Responsible for all written project communication and documentation in line with RLS knowledge management system
  - Compiles and edits documents of projects and the RLS office in coherence with RLS knowledge management, corporate design and public relations standards;
  - Writes program proposals, concept notes, terms of references and reports as well as project, event and fieldtrip reports in English language;
  - Writes ready-for-publication articles about developments in the RLS SEA region in English language;
  - Provides verbal and written translations of project related information into English language;
- Responsible for proactively and timely supporting the RLS management whenever the need arises
  - Assists the director in the program development in the RLS SEA region;
  - On request of the director, participates in meetings, conferences, workshops, seminars, and trainings as the substitute of the director;
  - Helps to document project activities and to harmonise local practices towards RLS and BMZ requirements;
  - Keeps him/herself regularly updated about legal matters/changes related to RLS activities in the RLS SEA region, actively advises the RLS director in cases action needs to be taken;
  - Accompanies the director and other RLS staff during events, fieldtrips and other missions for the purpose of assistance with monitoring and evaluation tasks;
  - Suggests areas for improvement in internal processes along with possible solutions;

### **Qualifications, skills and competencies**

#### Professional qualifications

- Masters Degree from an international university in Southeast Asian Studies, Political Sciences, Social Sciences, Public Administration, Project Management, Business Administration, Development Studies or similar field;
- At least 2 years of practical experiences in project work in Southeast Asia,
- Professional experiences in project and event management as well as planning, monitoring and evaluation procedures and managing budgets;
- Professional experience in a German Political Foundation and/or another organization operating with funds from the German Federal Ministry for Economic and Development Cooperation (BMZ) is an asset.

## Specific Knowledge and Skills

- Demonstrated project management knowledge and skill;
- Solid knowledge and skill in financial project management and project accounting;
- Profound knowledge of German domestic and international politics, familiarity with the political left Spectrum;
- Good skill in analytical papers and articles writing in English language;
- Language skills: fluent in English; German language is an asset;
- Conversant with MS Office and other software assisting websites.

## **General skills and competencies**

- Excellent communication skills: highly communicative; demonstrated experience communicating difficult/sensitive information tactfully; well-developed presentation skills;
- Motivated to work in an international and diverse environment as well as to go on business trips abroad;
- Team-oriented: proven ability and motivation to collaborate with others, find solutions and share successes together with colleagues and partners;
- Continuous learning attitude and willingness to adapt to new tools, methodologies and ways of working;
- Willing to work on weekends and evenings, if required.

## **Assignment:**

The Project Manager Reports to: Director

Is substitute for: Project managers of RLS Southeast Asia

Will be substituted by: Project managers of RLS Southeast Asia

Duty station: Hanoi, Vietnam

Position: full time

This is a one year position with the opportunity of extension. Preferred starting date: as soon as possible.

## **Application:**

RLS would like to invite interested candidates to submit their application following international standards in English language including:

- CV
- A motivation letter including salary expectation
- Further references

Application deadline: 21 April 2019.

Please be informed that only written and complete application packages like described above meeting all above mentioned requirements will be considered and invited for interview. Application packages are preferred in one PDF document.

Please submit your application to Mr. Philip Degenhardt (Regional Director RLS SEA) via the e-mail address: [hanoi@rosalux.org](mailto:hanoi@rosalux.org)

Inquiries are only accepted before the application deadline. Please refrain from phone inquiries. Only short-listed candidates will be contacted!