

JOB DESCRIPTION



Changing the world through Education

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| Job title | Programme Officer - Vocational Training and Entrepreneurship | Office | Hanoi or Lao Cai or Hoa Binh - negotiable |
| Type of employment | Fixed term Contract | Department | Program |
| Reports to | Project Manager – Livelihood Education | Functional reports to | |
| Career Band | | Grade | G |
| Background | Aide et Action International (AEAI) is an international NGO, headquartered in Geneva, Switzerland. AEA International began its programs in India in 1981 and is now working in more than 19 countries across Africa, Europe, South Asia, Southeast Asia and China to support the development of sustainable education projects with our believes in the universal right to a quality education and bases each intervention around this ethos. The activities in South East Asia and China (SEAC) started in 2001 with local partners and government agencies in Cambodia, Vietnam, Lao PDR, China and Myanmar to enhance the quality of education as well as to facilitate the access to quality education. AEA’ s staff operate in the spirit of shared decision making which demands team-work, transparency, mutual respect, integrity, personal initiative, creativity, and professional discretion. | | |
| Position Overview | S/he will be responsible for the implementation of the projects in the field in coordination with the Project Manager, Program Assistant and partners to ensure effective delivery of the project outcomes. | | |
| Core Accountabilities | | | |
| The post holder will directly implement and coordinate the implementation of the projects on Increasing access to livelihood opportunities for ethnic minority youth through the promotion of career development and entrepreneurship initiatives with following responsibilities: | | | |
| Key responsibilities: | | | |
| <ul style="list-style-type: none">• Supervise the implementation of market assessments and the grouping of service recipients, based on their interests and motivation for (self-) employment in selected sectors/thematic areas.• Support in setting up the Incubator project and facilitating its operation• Coordinate the implementation of entrepreneurship trainings and the support for establishing businesses.• Mobilise and collaborate with multiple stakeholders based on the findings of market assessment to employment and entrepreneurship.• Develop and maintain strong partnerships with employers, TVET/training providers and relevant organisations to generate employment opportunities and skills development.• Provide advice on internships/apprenticeships and other learning pathways.• Track and coordinate job placements; maintain log of contacts and performance records.• Monitor project progress, project spending, review program/financial reports prepared by project partners. | | | |

- Prepare project reports as required by AEA region and donors for the PM to review.
- Assist the team in preparing vocational training activity plans, in consultation with the training providers when needed.
- Actively network with relevant working groups, actors, corporates, government agencies to develop and implement joint initiatives and advocacy events at local or/and national level(s).
- Take other responsibility as request by the PM.

Values and Behaviour

- 👉 Promotes and be a role model to support organizational culture, growth, performance and image;
- 👉 Actively supports the organization commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO);
- 👉 Actively demonstrates the organizational values:

Freedom: We respect people's rights

Respect: We value differences

Solidarity: We are stronger together

Equity : We treat people equally

Integrity: We stand up what is right

| Criteria | |
|------------------------|--|
| Qualification | <ul style="list-style-type: none"> 👉 BA Degree is required; 👉 At least 3 years of experience in a relevant discipline, such as entrepreneurship, inclusive business, agricultural economics, agribusiness, energy economics and business administration; |
| Experiences | <p>Proven track record in employability skills development in projects preferably in international development organizations on the following themes:</p> <ul style="list-style-type: none"> o Entrepreneurship/private sector development; o inclusive business/market-based approaches; o multiple stakeholder facilitation, public private partnerships; |
| Core Competency | <ul style="list-style-type: none"> 👉 Good communicator who is open, honest and supportive of others. 👉 Accept and implement changes as requested by management. 👉 Excellent networking skills; ability to engage with the public and private sectors, as well as civil society; |
| Others | <ul style="list-style-type: none"> 👉 Strong desire to use his/her own professional expertise to support grass social enterprises to create positive social and environmental impact; 👉 Prior experiences in a fast-paced organization aiming for results and growth. 👉 Capacity to identify relevant social, financial, human and intellectual resources for the project implementation; 👉 Basic skills in project management, including project planning, implementation, monitoring and evaluation; 👉 Show a strong commitment and passion to social innovation and social entrepreneurship development; 👉 Good written and verbal communication and presentation skills in both Vietnamese and English is preferable; |

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AEAI vision and values

Vision

Aide et Action envisions a world where quality education will be accessible to all as the basis for mutual understanding, personal empowerment, and equitable societies throughout the world.

Values

Our actions are guided by the values of freedom, respect, solidarity, equity, and integrity

| 1st Line Manager | Functional Manager (if any) | Job holder |
|------------------------------------|------------------------------------|-------------------|
| Signature, Date: | Signature, Date: | Signature, Date: |