

JOB DESCRIPTION



Changing the world through Education

Job title	Project Manager (Livelihood & Business Education theme)	Office	Hanoi, Vietnam
Type of employment	Fixed term Contract	Department	
Reports to	Country Director	Functional reports to	
Career Band	Management	Grade	E
Background	<p>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.</p> <p>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.</p> <p>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.</p>		
Position Overview	Responsible for managing several projects in Livelihood and Business education fields in order to achieve project goal, objectives, milestones and targets. This includes the design of the Livelihood and business education’s strategic plan; supporting 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 Director		
Core Accountabilities			
Major Responsibilities			
<div><div><div></div><div></div></div><div>Theme management</div><div><div><div></div><div></div></div><div>Coordinate the development of the strategic plan for the Livelihood & Business Education theme based on the needs of the locations and AEA International Strategy;</div></div><div><div><div></div><div></div></div><div>Set up the projects, detailed work plan, project tracking sheet, procedures and obtain the project approval from internal and KEY external stakeholders to ensure practical results through superior implementation</div></div><div><div><div></div><div></div></div><div>Conduct and facilitate the project activities accordingly to the project plan.</div></div><div><div><div></div><div></div></div><div>Work closely with local, provincial and national stakeholders to archive the project goals and objectives</div></div><div><div><div></div><div></div></div><div>Manage networks of implementation partners and external experts</div></div></div>			

- 👉 Oversee the project implementation; ensuring that the quantity and quality agreed are met expectations and per milestone
- 👉 Set up interim meeting with key stakeholder (when appropriate) to ensure each project deliverables are met expectations
- 👉 Ensure the effective communication flow among internal and external team
- 👉 Support in evaluation of project activities in a timely and professional manner

👉 **Provide the technical support in developing proposal/concept note**

- 👉 Collect and analyse data to suggest idea to develop proposals/ and concept notes in the areas of Livelihood & Business Education theme
- 👉 Participate to pitches to potential donors.
- 👉 Support the Country Director/ Development and Quality Manager in developing the methodology, risk and opportunities assessment, and strategies for implementation plan for corporate and institutional donors.
- 👉 Support the Country Director in securing project funding from corporate donor in Vietnam and building network

👉 **Monitoring, Evaluation and Reporting**

- 👉 Prepare M&E plan for each project based on the indicators agreed in the project documents. Implement the M&E plan together with partners and consultant, including collect evidences and best practices. Produce and submit report as required by AEA (international, regional and national).
- 👉 Monitor and evaluate the progress of the projects 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 AEA's project evaluation framework.
- 👉 Work closely with key technical and staff on preparation of progress reports, mid-term and final evaluation to ensure compliance to ensure the quality and report framework meets client's expectation

👉 **Networking**

Build and maintain good relationship with national, provincial and district agencies mandated to Livelihood theme as well as with NGOs and research institutions operating in Livelihood theme;
Build and maintain good relationship with businesses and their associations;
Represent AEA in the forums/workshop related to Livelihood theme;

👉 **Finance management**

- 👉 Ensure project finance management in accordance with AEA policies and procedures as well as donors' requirements in cooperation with finance and funding specialists;

👉 **Team Contribution**

- 👉 Constructively contributes and collaborates with all colleagues to achieve the organizational goals;
- 👉 Expand the capability and development of the AEA members by utilizing mixed interventions e.g. sharing the knowledge, experiences and expertise, coach junior staff/outsource, etc
- 👉 Delivers high quality work that provides a conducive environment to our operating environment;
- 👉 Complies with all legislations and the organization's policies and procedures.

👉 **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);
- 👏 Agrees and 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	👏 Bachelor degree in business administration or marketing
Experiences	👏 Experienced professional with a minimum of 2+ years' experience at a management level in a business environment or managing project supporting inclusive business development, incubation or value chain development.
Core Competency	<p>Basic level in following core competency:</p> <ul style="list-style-type: none"> 👏 Working with People: Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well. 👏 Communicating Effectively: Effectively shares information among others to reach a common understanding , to allowed informed decision-making and as a basis for coordination as well as quick and effective performance across the organization; is proactive in communicating and keeps the needs of the receiver in mind in particular internal and external stakeholders and clients; follows up on communications; engages in constructive 2-way feedback; listens actively and consults others as required before communicating 👏 Drive for Results: Sets high standards for quality of work; monitors and maintains quality of work; works in a methodical and orderly way; consistently achieves project goals; focuses on the needs and satisfaction of internal and external stakeholders; accepts and tackles demanding goals with enthusiasm. 👏 Child Projection: Perform the highest standard to ensure child safeguarding in according with our Child Projection Policy
Others	<ul style="list-style-type: none"> 👏 Understanding how to produce business plan. 👏 Ability to travel locally, regionally and internationally, for approximately 40% of the total working days per year. 👏 An energetic self-starter with resilience, fast pace, interpersonal skills; 👏 Good oral and written communication skills in English. French is an asset.

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: