

Background:

Humanitarian Services for Children of Vietnam (HSCV) is a USA based grassroots organization that provides direct support at the household and community levels with 20 years of experience operating in Vietnam.

We strive for a Vietnam where children can learn and thrive without fear, hunger or exploitation... where the rights of women and children are protected, and their voices are heard... where families and communities across Vietnam have access to resources, they need to chart safe, productive futures.

Our mission is to provide Vietnam's most vulnerable groups with the opportunities, tools and resources to build a better future.

The HSCV office is based in Hanoi. Our staff work in the surrounding provinces to empower children, equip families, and transform communities. Our objective is to bring immediate assistance to those with urgent needs, but also invest in children, families, and communities to combat the persistent cycle of poverty.

Find out more at <http://www.hscv.org>.

Country Manager Position:

HSCV values our employees and strives to foster a friendly and inclusive work environment with equal opportunities for all. We are seeking an experienced, motivated, self-starter, with the desire to lead a dedicated team in Hanoi as the first **Country Manager of HSCV**. As the Country Manager you will report directly to the Executive Director and be responsible for the overall planning, implementation, management, and evaluation of operations, as well as managing financial reporting, office staff, and company administration.

Position Summary:

The Country Manager will lead the Hanoi team to develop and deliver diverse services to children, women, families and communities. The Country Manager will provide management and strategic oversight to ensure projects are effective, innovative and client centered.

The Country Manager will manage communications with donors, governmental stakeholders, CBOs (partners), and support recipients.

Summary of basic requirements:

- A degree in a field relevant to project/program administration, non-profit management/ international development, or relevant fields.
- Minimum 5 years of proven track record in project management and leading teams in donor funded projects.
- Proven experience of working in Vietnam with a variety of stakeholders (i.e., families, government, private sector, donors, CBOs, etc.), and having a leading role in program coordination.

- Excellent understanding of development partnerships, fund-raising, donor strategies and functions, and international relations.
- A strategic thinker able to articulate a clear vision and conceptualize and translate ideas into clear implementation plans.
- Ability to write strong concept notes and proposals in English.
- Communicates clearly in a variety of settings and styles and has excellent networking skills, including in an international environment.
- Native Vietnamese speaker and excellent command of English.
- Experience managing direct and indirect staff including setting and evaluating clear goals; conducting regular effective staff meetings; and building a positive atmosphere of teamwork.

Main responsibilities:

Program Development and Oversight

- Work with Executive Director on operational strategic plans.
- Develop programs and projects proposals addressing the immediate and long-term needs of target communities.
- Design, monitor, and evaluate diverse program and project activities aligned with organizational strategic objectives.
- Oversight of program level budget planning, implementation and monitoring.
- Liaise with donors at local, national, and international levels.
- Liaise with local authorities, local partners, service providers, families and children and relevant agencies.

Leadership

- Manage direct and indirect reports and oversee project implementation and reporting to program partners, government officials and donors.
- Support the development and implementation of participant informed projects.
- Foster a culture of collaboration with implementing partners, project staff, donors, and participants.
- Mentor, manage and support capacity building of staff to support the development and execution of project work plans.
- Support program staff with professional support, including ongoing feedback, coaching, and support with professional skills building and training opportunities.

How to apply:

Email your cover letter, curriculum vitae in English, and scan/photo of diplomas/certificates to annettadevet@hscv.org by **July 9, 2021**. Interviews will begin immediately, and the position may be filled prior to the application deadline.

Expected start date:

As soon as possible.

Only short-listed candidates will be contacted. No phone calls.