

JOB DESCRIPTION



Changing the world through Education

Job title:	Project Officer – Access and Quality of Education (A&Q)		
Reports to:	Project Manager – Access and Quality of Education	Department:	Program
Type of employment:	Fixed term Contract	Location:	Hanoi
Pay Band:	\$750 - \$900	Grade:	G
Background	<p>Aide et Action International (AEAI) is an international nongovernmental organisation working in more than 19 countries across Africa, Europe, South Asia, and Southeast Asia to support the development of sustainable education projects. We believe in the universal right to a quality education and for 40 years, have based our interventions around this ethos.</p> <p>Our vision: Changing the world through education.</p> <p>Our Mission: Aide et Action ensures access to quality education for the most vulnerable and marginalized populations, especially children, so they can take charge of their own development and contribute to a more peaceful and sustainable world. Aide et Action’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> <p>Our projects in Southeast Asia started in 2001 with local partners and government agencies in Cambodia, Vietnam, and Lao PDR to enhance the quality of education as well as to facilitate the access to quality education.</p>		
Position Overview	S/he will be responsible for the implementation of the projects in the field in coordination with the Project Manager, field officers and partners to ensure effective delivery of the project outcomes.		
Core Accountabilities			
The post holder will directly implement the projects of Access &Quality of Education with following responsibilities:			
<ul style="list-style-type: none">👉 Coordinate the implementation of projects and facilitating its operation;👉 Support in providing guidance/advice on learning activity, children’s activity, communication events, school council operation and others;👉 Conduct and follow regularly children information collection and Thank You Letters;👉 Represent the project in workshops and meetings as requested by Project Manager;👉 Responsible for managing day-to-day liaison with field officers, Program Management Unit and local partners to ensure smooth project activity implementation;👉 Provide technical support and monitor project progress, project budget and expense;👉 Review monthly/ quarterly/semester/annual narrative/financial reports prepared by project partners in consultation with Project Manager;			

<ul style="list-style-type: none"> 👉 Prepare project narrative/financial reports as required by AEA region and donors for the Project Manager to review; 👉 Support Project Manager in preparing monthly/quarterly and annual workplan in coordination with field officers and Program Management Unit; 👉 Coordinate all logistical issues for visits, project activities and other related things; 👉 Develop and maintain strong partnerships with preschool, primary school and junior secondary school at project areas and relevant experts to support target beneficiaries' participation; 👉 Actively network with relevant working schools, local authorities and government agencies to develop and implement joint initiatives, technical meetings/workshops and advocacy events at local or/and national level(s); 👉 Write story, project update as well as other communication materials as and when required; 👉 Take other responsibility as request by the Project Manager. 	
Values and Behaviour <ul style="list-style-type: none"> 👉 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: <p>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</p>	
Criteria	
Qualification	<ul style="list-style-type: none"> 👉 BA Degree is required; 👉 At least 3 years of experience in a relevant discipline, such as education, social science, child protection, development studies.
Experiences	<p>Shall have organized mind and proven track record in development projects on the following themes (preferably in international development organizations):</p> <ul style="list-style-type: none"> 👉 Education/school governance/teaching/child rights/ community development; 👉 Golden Triangle approaches; participatory approaches; 👉 Multiple stakeholder facilitation.
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 Government sectors.
Others	<ul style="list-style-type: none"> 👉 Strong desire to use his/her own professional expertise to support schools and communities to improve children's voice and participation; 👉 Demonstrate passion and commitment for changing people's lives; 👉 Capacity to adapt to new environment and organization's procedures and policies; 👉 Capacity to identify relevant social, financial, human and intellectual resources for the project implementation; 👉 Strong interpersonal and communication skills to work within the team and with target beneficiaries (teachers, parents, and children from preschool to junior secondary school level);

	<ul style="list-style-type: none"> 🔥 Basic skills in project management, including project planning, implementation, monitoring and evaluation; 🔥 Be able to travel to project site frequently (Hoa Binh); 🔥 Good written and verbal communication and presentation skills in both Vietnamese and English is preferable.
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DUTY STATION: 2F, VNCC Building, 243 De La Thanh Street, Dong Da district, Ha Noi

STARTING DATE: As soon as possible

HOW TO APPLY: The interested candidates who meet the qualifications are invited to send their CV and a cover letter with 03 (three) references to the following address: **hr.vietnam@aide-et-action.org** with the subject title: **[A&Q – PO - Candidate Full name]**.

Application Deadline: **September, 10th 2021** (The recruitment process may end sooner if we find the suitable candidate to fill this position).

Note: This position is for Vietnamese nationals only. Only suitable candidates will be contacted for further information and discussion.