

## **VACANCY ANNOUNCEMENT: PROGRAM MANAGER**

### **AIP FOUNDATION**

AIP Foundation is a non-profit organization dedicated to saving lives on the roads and increasing access to safe, equitable, and sustainable mobility for all. We envision a world with zero road injuries and fatalities. Beyond empowering underserved road user communities, AIP Foundation tackles injustice related to youth engagement, workers' rights, gender equality, and environmental issues. For further information, please visit [www.aip-foundation.org](http://www.aip-foundation.org)

### **WHO WE ARE**

- 50 passionate humans making the world a better place
- An inclusive and women-led non-profit
- A blend of local and international employees implementing programs in Vietnam, Cambodia, Thailand, India, and the Philippines

**We are looking for a local qualified candidate to fill the following position at our office in Ho Chi Minh city, Vietnam:**

### **PROGRAM MANAGER**

Duty station: HCMC, Vietnam

Status: Full time. Permanent

Application due: **June 30, 2022**

Starting date: As soon as possible

### **POSITION PROFILE**

The Program Manager (HCMC-based) role reports directly to the National Program Director. The responsibilities listed below are inclusive, but not exhaustive, of the role.

### **KEY RESPONSIBILITIES**

Primary functions:

- To conduct and coordinate all program activities with advice from National Program Director and support from the HCMC-based Program Assistant.
- To take an active role in all program work and aid the smooth running of all logistics, support and survey functions
- To support fundraising & development projects

Program implementation:

- To directly manage project development, planning, implementation and evaluation with support from the National Program Director and relevant departments, including oversight of program consultants
- To engage with the National Program Director and coordinate with other relevant Program staff in event planning and implementation

Program monitoring and evaluation:

- To work with the National Program Director in taking ownership of completing all monitoring, evaluation and reporting requirements, as dictated by the programs

Program administration:

- To take responsibility for all relevant program administrative requirements, including the in-charge programs, as well as general requirements by Government for all programs in Vietnam.
- To take charge and ownership of program database: study, update, maintenance & filing

Budget management:

- To directly manage program budget with National Program Director

Staff management:

- To actively take part in assisting the professional development of Program Assistant(s)

Partnerships:

- To develop and maintain positive relationships with key stakeholders, i.e. sponsors, government departments, school staff, children and parents
- To take responsibility for strengthening relationships with key Government stakeholders and media for programs in Vietnam.
- To represent AIP Foundation publicly, including delivery of presentations about AIP Foundation's programs to an external audience

**REQUIREMENTS: QUALIFICATIONS, EXPERIENCE, SKILLS**

- At least University degree, with background in either of the following fields: social development; media; public private partnership; transportation and communications; business administration; public health; education.
- Excellent written and verbal Vietnamese and English
- Strong experiences in policy advocacy and working with media
- Ability to prioritize whilst managing expectations
- Flexible attitude
- Excellent communication skills
- Ability to manage multiple projects
- At least four years of experience in a similar role
- Commitment to AIP Foundation's mission, vision and core values
- A dynamic and professional individual with initiative
- Honest and trustworthy

**CONTACT AND DEADLINE**

Applications are due **June 30, 2022**. However, please note that applications will be reviewed on a rolling basis and interviews may be conducted before the closing date.

Please submit a one-page cover letter, maximum three-page CV, and three references with current email address and telephone number to our email: [jobsvietnam@aipf-vietnam.org](mailto:jobsvietnam@aipf-vietnam.org). We will inform you before contacting your references.

All applications will be carefully vetted, including working history and background checks.