



JOB VACANCY ANNOUNCEMENT

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the field of Mine Action. We have operated in Vietnam since 2007 with Representative office and projects in Hanoi, Hue, Quang Tri and Quang Binh. **NPA Vietnam** is developing for setting up **a new project in Kon Tum** province. We are seeking for qualified, enthusiastic, experienced Vietnamese applicants for the fulltime **HR Admin Officer (HRAO)** based in **Kon Tum city** with travels to field offices in provinces as work required.

Terms of reference

Under guidance and management of the NPA Country Director in Vietnam, the Province Programme Manager (PPM) has the responsibility for planning, implementing, managing and controlling all NPA activities under different projects in Kon Tum province.

Area of Responsibilities

The Provincial Program Manager (PPM) shall supervise all NPA activities and projects in Kon Tum province including:

- Responsible to coordinate activities of the different project with local authorities;
- Responsible for follow up on operation results to be delivered
- Personnel supervision and management of all province national staff
- Finance control all the budget plan, approval of all expenditure in accordance to the different projects approved budgets.

Specific Duties

The PPM is responsible for the following:

- Assist the CD with province planning, implementation and management of different projects.
- Responsible for quality management of all staff and operations in the province.
- Build-up and maintain good networks with provincial governments and other relevant programme partners.
- Plan and implement training of support staff in cooperation with the CD and other department managers.
- Provide draft province and project progress reports to CD and Programme Coordinator, in accordance to agreed deadlines and donors' requirements.
- Liaise with national and province authorities when required.
- Target resources and work towards an improvement of the planning process, so that projects and operations are carried out with focus on quality, cost efficiency and impact.
- Ensure compliance to all donor regulations and report any issues on non-conformity to CD.



- Contribute to capacity development of other national staff and further organizational/methodology development.
- Conduct regular assessments, monitoring and quality controls in accordance with the NPA Vietnam and HO rules and regulations for grant compliance.
- Finance management and follow up of all the NPA projects in the province, in accordance to NPA Vietnam authorization table and finance rules and regulations.
- Provide review and approval of procurement and payment requests under authorized levels of decision directives and responsibilities.
- Coordinate with HRAM in recruitment, staff management, policy implementation, disciplines and all other personnel issues.
- Approve timesheets, leave requests for all national staff under headcounts of the different projects in province.
- Provide reports of all management functions including operations periodically and/or on request.
- Any other task or duty as assigned by the Country Director

Required qualification-experience

The position requires higher education, relevant experience and a documented ability to plan, implement and manage province program.

Excellent leadership and communications skills are required along with the ability to motivate different program staff.

The position is based in the project office Vietnam with a significant proportion of working time on travels and in the field.

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Details:

- Relevant higher education or equivalent qualifications from other mine action NGO or commercial EOD work, relief and development programs or military qualifications
- Proven ability to plan, develop and manage different operation teams/projects, including motivating and leading the team and all support staff
- Documented track record of establishing and maintaining effective professional relations with relevant stakeholders, in particular national and province authorities, and to other international clearance operators
- Experience in program management, including operational planning and proven analytical skills
- Good knowledge of Humanitarian Mine Action policy, IMAS, NMAS, CMRS, and NPA SOPs



- Experience with non-technical survey, technical survey, manual demining, EOD, BAC, mechanical and/ or animal detection program implementation an advantage
- Excellent understanding of management of mine action programs, their operations and all needed support, including logistics, finance and human resources
- Good communication, cultural understanding and interpersonal skills
- Excellent finance management skills
- Ability to meet tight deadlines and deliver high quality reports
- Good command of English and Vietnamese (written and spoken)
- Ability to adapt to harsh environment and work calmly under pressure and with limited supervision
- Good computer skills and be able to knowledge of all NPA operational IM systems
- Driving license
- Good health

Application submission

Interested candidates are requested to submit a CV, a cover letter (in English) to express why you are fit for the post and NPA, copies of related degrees/ certificates and 03 references to NPA via e-mail address recruitment.vn@npaid.org.

Please indicate clearly the POSITION you are applying for in your email subject.

The employment commencing date will be in February 2023. Women and people with disability are encouraged to apply. Only short-listed candidates will be notified.

The closing date for applications is at 5pm on [11 December 2022](#) or may be earlier if we have qualified candidates for our recruitment requirement./.