



## Vietnam Country Director

Children of Vietnam (COV) is an international non-government organization (NGO) headquartered in the US and working in humanitarian and development initiatives. COV has worked in Vietnam since 1998 with a mission to lift children out of poverty. COV is recruiting a Country Director to lead projects in Da Nang, Quang Nam and Quang Ngai provinces, and to expand the organization's portfolio. Key requirements include significant development and/or humanitarian experience in Vietnam, recognized leadership abilities, and management achievement, plus excellent spoken and written English.

### JOB DESCRIPTION

Title: Country Director - Vietnam

Reports to: Executive Director – US

Location: Da Nang

### JOB SUMMARY

The Country Director will lead Children of Vietnam's team of dynamic staff in Da Nang who are delivering and expanding services to children in need. He/she will represent COV with national and local counterparts in Vietnam and promote increased quality and geographic coverage of COV's programs.

### RESPONSIBILITIES

- Represent COV with national and local governments in Vietnam to ensure alignment and coordination.
- Build capacity of COV's Da Nang-based staff to deliver a growing portfolio of services and successful outcomes for children and families.
- Responsible for overall management of program operations in Vietnam, including project coordination and oversight, budgeting, staff management, and planning.
- Identify opportunities to build links with local and national partners to increase collaboration and leverage resources.
- Serve as key liaison with individual donors to arrange visits to COV project sites and provide follow-up reports as needed.
- Build awareness of COV and promote communication of issues and accomplishments to the public.
- Initiate and direct the implementation of COV policies and procedures.
- Responsible for financial management and fiscal administration, assuring compliance with proper

#### USA Headquarters

PO Box 18039  
Greensboro, NC 27419  
4355 Federal Drive, Ste 100  
Greensboro, NC 27410  
Tel: 336.235.0981

[www.childrenofvietnam.org](http://www.childrenofvietnam.org)  
info@childrenofvietnam.org

#### Vietnam Office

236 Han Thuyen  
Phuong Hoa Cuong Bac  
Quan Hai Chau  
Thanh pho Da Nang, Viet Nam  
Tel: 0511.3634337



accounting procedures required by law and funding sources.

- Maintain and effectively use COV physical facilities in Vietnam.

### **QUALIFICATIONS**

- Vietnamese national
- Minimum 10 years' working experience in development or nonprofit sector in Vietnam, preferably in central region
- Master's degree in subject related to COV's work, such as public health, education, public administration, international development, or similar areas.
- Experience in organization development and project management.
- Demonstrated executive skills, including public representation.
- Demonstrated ability to manage complex budgets, develop staff, and work with the Executive Director on both short and long term strategic planning.
- Excellent written and spoken English; ability to work bilingually in Vietnamese and English
- An in-depth knowledge and understanding of the political, economic and social context in Vietnam

Interested candidates are kindly requested to submit their CV and application letter to email: [info@childrenofvietnam.org](mailto:info@childrenofvietnam.org)

Deadline: 5:00 PM, Friday, June 30, 2023. Only shortlisted candidates will be contacted.

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