

# JOB DESCRIPTION

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## ACTION ON POVERTY IN VIETNAM

### Service/Project Manager

**Effective date:** November 2023  
**Contract type:** Full-time, definite-term contract (renewable)  
**Work location:** Based in Hanoi, Vietnam with frequent travels to the fields  
**Reports to:** Country Director

#### ABOUT US

Action on Poverty (AOP), previously known as the Australian Foundation for the Peoples of Asia and the Pacific (AFAP), is an independent, secular, fully-accredited Australian non-profit organisation. AOP empowers local changemakers to break the cycle of entrenched poverty in some of the poorest communities in Africa, Asia and the Pacific. From teaching an Ethiopian family to grow their own food to sending Cambodian girls to school, we target communities with their own vision for change, and help them make the largest impact possible.

We have worked in Vietnam since 1989 and proudly registered as the first Australian NGO in the country in 1996. Our programs focus on health improvement, income generation, good governance, social monitoring, food security and climate resilience enhancement. By partnering with a broad range of stakeholders, including governmental authorities, CSOs and local communities, AOP has supported thousands of vulnerable and disadvantaged people living across 20 provinces in Vietnam.

#### ROLE SUMMARY

The Service/Project Manager will manage projects and assigned services in the assigned areas and provide technical assistance to local partners to ensure timely and effective project implementation, reporting, donor liaison and activity planning.

#### AUTHORITY

The position has autonomy to make decisions related to all assigned activities within the areas of assigned responsibility.

The position is expected to work closely with other team members and request support from other staff to ensure activities are implemented effectively and to a high standard.

#### KEY WORKING RELATIONSHIPS

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##### Internal

- Asia Program Manager;
- Product Manager;
- M&E Manager;
- Other staff in AOP;

##### External

- Communities;
- AOP's partners and international staff;
- Government Officials;
- Institution/Universities;
- Donors;
- International and Vietnamese NGOs;

## MAIN AREAS OF RESPONSIBILITY

Key Responsibilities	Specific Tasks	Expected Key Results
<p><b>1. Program/Projects Management and Implementation</b></p>	<ul style="list-style-type: none"> <li>▪ Be a representative person for AOP Vietnam in the assigned areas;</li> <li>▪ Facilitate project development and administration, approval, ensure donor contractual commitments are met;</li> <li>▪ Work with project partners in the development of work plans that are consistent with the project's objectives;</li> <li>▪ Ensure expected deliverables are timely implemented and reported.</li> <li>▪ Identify and help address issues and problems that may jeopardise outputs, including risk management analysis;</li> <li>▪ Organise and assist in the implementation of technical training workshops for district, commune, and village level partners;</li> <li>▪ Organise and participate in project mobilisation and planning meetings;</li> <li>▪ Facilitate active involvement of partners in all stages of the project.</li> <li>▪ Prepare Terms of Reference for consultants and manage consultant engagement;</li> </ul>	<ul style="list-style-type: none"> <li>▪ MOU with partners developed and signed;</li> <li>▪ Assistance provided to partners to ensure projects approved by line agencies;</li> <li>▪ Project activities implemented timely and project targets achieved;</li> <li>▪ Relationship with partners established and well maintained;</li> </ul>
<p><b>2. Monitoring and Evaluation</b></p>	<ul style="list-style-type: none"> <li>▪ Collaborate with M&amp;E manager to establish and manage project monitoring and evaluation systems;</li> <li>▪ Collect and synthesise monitoring data on a monthly basis to support project evaluation;</li> <li>▪ Provide support in evaluating implementation processes, effectiveness and impact for all projects;</li> <li>▪ Organise review and evaluation meetings and present information and results at key meetings.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Project M&amp;E system in place and introduced to partners;</li> <li>▪ Data collected to provide inputs for project reports and evaluation;</li> </ul>
<p><b>3. Reporting</b></p>	<ul style="list-style-type: none"> <li>▪ Prepare project reports required by donors and other agencies;</li> <li>▪ Report monthly or quarterly on the progress of project activities depending on size/ scale of project;</li> <li>▪ Complete field trip reports;</li> <li>▪ Provide templates to partners to complete activity reports and quarterly reports;</li> <li>▪ Provide guidance to partners on developing reports to meet AOP requirements;</li> </ul>	<ul style="list-style-type: none"> <li>▪ Project reports delivered on time;</li> <li>▪ AOP report templates and guidance provided to partners;</li> </ul>

- 4. **Communication and Fund Raising**
    - Represent AOP Vietnam at approved professional forums, meetings and/or conferences;
    - Promote the work of AOP through the presentation of professional reports, articles and papers for publication (as appropriate);
    - Identify donor opportunities for program development in collaboration with partners;
    - Assist Asia Program Manager in implementation of other programs;
    - Develop concept papers and proposals that comply with Vietnam Government priorities and AOP Vietnam's programming priorities and strategic directions (needs assessments, proposal development, proposal submission);
  - Inputs provided as assigned;
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- 5. **Networking and Advocacy**
    - Attend conferences and seminars in Vietnam or internationally;
    - Attend network meetings in Hanoi;
    - Contribute to advocacy and public awareness events/campaigns;

## REQUIRED QUALIFICATIONS

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- Education**
  - Bachelor's degree in a relevant subject (development studies, rural development, economics, public policy). Master's degree is preferable.
- Work experience**
  - At least 5 years of NGO administrative and project management experience;
  - Understanding of legal framework for NGOs and project approval in Vietnam;
  - Experience working in rural development, sustainable livelihood, climate change adaptation, not-for-profit business model in which a social mission is prioritized.
- Technical knowledge and skills**
  - Knowledge of, and interest in sustainable livelihood, market based approaches, governance, social policies and issues related to poverty reduction;
  - Experiences in working with local authorities in Vietnam;
  - Expertise on participatory planning and research methodologies;
  - Track record in project proposal writing including budgets and logframes;
  - Report writing skills;
  - Excellent interpersonal and communication skills;
  - Ability to work effectively within a team and to supervise/coach staff;
  - Willingness to travel to project sites on a regular basis;
  - Flexibility including a willingness to learn and adapt to new situations;
  - Proficiency in Microsoft Suite (Word, Excel, Power Point);
  - Ability to use data analysis software;
- Languages**
  - Fluent English and Vietnamese, both spoken and written.
- Attitude**
  - Detail-oriented and careful
  - Diligent, proactive and independent
  - Patient, friendly and supportive

**Adherence to**

- Poverty and injustice eradication
- Gender equality
- Child protection

## HOW TO APPLY

Submit CV and cover letter in English with the subject line of “**Service/Project Manager – candidate full name**” to [recruitment@actiononpoverty.org.vn](mailto:recruitment@actiononpoverty.org.vn).

Please note that applications will be reviewed on a rolling basis and the position will remain open until filled. Early applications by **25 November 2023** are strongly encouraged. While we appreciate all responses, only shortlisted candidates will be contacted.

AOP in Vietnam is an equal opportunity employer and a child-safe organization. AOP does not discriminate on grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation. All employees, volunteers and interns are required to comply with AOP Policies. The successful candidate will be subject to reference checks, a police check, and a working with children check.