

## **Operations and Finance Director | Hanoi, Vietnam | 2023**

Chemonics seeks an Operations and Finance Director for the USAID funded Higher Education Development Support (HEDS) Activity that will support Vietnam's Ministry of Education and Training (MOET) goals to modernize and internationalize the Higher Education sector, expand access to quality Higher Education, and develop the human resources required, especially in the areas of science and technology. The Operations and Finance Director will manage all aspects of finance & accounting, human resources, and administration necessary to implement project activities in Vietnam.

### **Responsibilities:**

- Provide oversight on daily operations to include efficient process flows and controls over payments, cash transfers, and other cash journal entries.
- Coordinate banking operations and oversee all expenditures, financial transactions, and practices related to HEDS activities in Vietnam.
- Ensure that HEDS operational and financial activities adhere to USAID and Government of Vietnam regulations.
- Oversee and prepare all project financial reporting.
- Provide inputs on HEDS annual work-plan, annual budget, and other requested reports.
- Oversee recruitment, onboarding, benefits, and human resource processes in compliance with local labor laws, USAID regulations, and Chemonics policies
- Manage maintenance of the physical office and procurement for all office equipment, supplies, and services.
- Work closely with Chief of Party on staff communication, including policy updates and project initiatives.
- Supervise procurement, finance, human resources, and administrative staff.

### **Qualifications:**

- Bachelor's degree in finance, business administration, or other relevant field; advanced degree preferred.
- A minimum of 7 years of progressive experience in program administration and finance management.
- Minimum of 3 years experience working with international donor programs, preferably USAID-funded programs.
- Thorough knowledge and understanding of USAID regulations.
- Demonstrated knowledge of the operating environment and employment regulations in Vietnam.
- Ability to work productively within a team.
- Excellent interpersonal and communication skills with the ability to communicate effectively in a cross-cultural environment
- Fluency in Vietnamese and English

## **Application Instructions:**

To apply, candidates should send an email with CV and cover letter attached and “Operations and Finance Director” in the subject line to [VietnamHEPSrecruit@chemonics.com](mailto:VietnamHEPSrecruit@chemonics.com) by **November 24, 2023**. No telephone inquiries, please. Finalists will be contacted.

No telephone inquiries, please. Chemonics will contact finalists. Chemonics is an employer that does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors. Chemonics values the protection of your personal data. If you are in the European Union, please read our EU Recruiting Data Privacy Notice to learn how we process personal data. You may access the notice via the following link: <https://chemonics.com/eu-recruiting-data-privacy-notice/>.