

JOB DESCRIPTION

ACTION ON POVERTY IN VIETNAM

VIETNAM COUNTRY DIRECTOR

Key Position Information	
Job title	Vietnam Country Director
Reports to	Asia Regional Director
Location	Hanoi, Vietnam
Hours	Full Time
Duration	Ongoing
Purpose	<p>The Vietnam Country Director at Action on Poverty (AOP) plays a pivotal role in advancing our mission through excellence in program development and administration, development of new global support services, and the fostering of national leadership. This position has four primary objectives:</p> <ol style="list-style-type: none"> 1. Leading Development Excellence: Make Action on Poverty a leading development organization in Vietnam through robust connections with community, government, private, and philanthropic stakeholders. 2. Business Development and Quality Assurance: Develop relationship with shared value partners and ensure high-quality project design to support fundraising goals and financial sustainability of AOP in Vietnam. Support and ensure the delivery of impact to the satisfaction of key customers, and compliance with AOP's policies and the donor's financial standards and monitoring protocols; 3. Leading Research and Development centre: Develop systems that harness office capacity, it's personnel, and relationships to act as Action on Poverty's Research and Development arm to try various development interventions in Vietnam and use the learnings to help address global poverty issues. 4. Vietnam Office Nationalisation: Support and facilitate the nationalisation of the Vietnam office, ensuring an appropriate legal structure and registration to enable a wide range of activities while enhancing the skills and experience available within the budget. <p>Through these four objectives, the Vietnam Country Director will guide AOP in achieving its vision of making a meaningful and lasting impact on poverty alleviation, and thus contributing to a more equitable, just, and prosperous world for all. This role is an integral part of AOP's commitment to fostering positive change,</p>

	empowering the changemaker, and driving effective, evidence-based development practices.
Dimensions	This position will support AOP's development partners and programs in Vietnam and work closely with AOP Head office in Sydney, Vietnam government, donors and other global stakeholders as required.
Team	This position will lead a team of employees, consultants, volunteers and associated entity based in the Vietnam office of Action on Poverty.
Key Selection Criteria	<p>Essential</p> <ol style="list-style-type: none"> 1. A strong background in organisational leadership and international development with a minimum of 10 years of relevant experience; 2. Sound understanding of legal framework for operations of foreign non-governmental organisations and international aid in Vietnam; 3. Values-driven approach to life and work; 4. Minimum of Masters degree in a relevant field; 5. Strong business acumen and track record of strategic leadership 6. Outstanding project management skills to oversee multiple initiatives simultaneously. 7. Expertise in building and managing strategic partnerships with academic institutions, donors, and other key stakeholders. 8. Strong leadership and team management capabilities to motivate and develop a high-performing team. 9. Highly developed intuition for cross-cultural communication and leadership; 10. Strong leadership and team management skills, with the ability to motivate and develop a high-performing team. 11. Proficiency in developing and implementing systems and strategies to optimise operations. 12. Highly creative, yet detail-oriented, flexible, and able to handle multiple concurrent tasks within strict deadlines. 13. Strong commitment to learning, adapting, and staying up-to-date with the latest developments in the field of international development. 14. Ability to travel locally and internationally as required
Personal Characteristics	<ul style="list-style-type: none"> • Values led with a strong sense of purpose • Strategic thinker • A loyal, supportive and inspiring leader with a servant leadership mentality • Organised and self motivated • Excellence in communication and presentation • Excited about increasing impact and growing the organisation • A lifelong learner • Able to work both independently and as part of a team. • Excellent interpersonal skills within a multi-cultural environment

	<ul style="list-style-type: none"> • Flexibility to adjust plans based on new information and apply critical thinking to address competing priorities in a fluid environment. • Ability to lead teams through organisational transition and restructure • Results oriented • Quick learner willing to go the extra mile to support others, and achieve success
Policy & Conduct	<p>All employees of Action on Poverty make a personal commitment to the organisation's mission and values, and indicate this by signing Action on Poverty's Staff Code of Conduct. It is expected that personal and professional conduct will be consistent with all expectations set out in Action on Poverty's policies and Employee Manual. AOP is an:</p> <ul style="list-style-type: none"> • An equal opportunity employer • A child-safe organisation; and, • All successful candidates are subject to reference checks, a police check, and a working with children check.

About Action on Poverty	
About us	<p>Action on Poverty (AOP) is a secular, not-for-profit non-government organisation (NGO), founded in Australia in 1968. AOP supports Programs in Africa, the South Pacific, Southeast Asia and South Asia. Working in partnership with others is a key feature of our work. We focus on strengthening and empowering local civil society groups in developing countries to better meet their own aspirations.</p> <p>AOP holds full accreditation with the Australian Government and is a signatory to the Australian Council for International Development (ACFID) Code of Conduct, which requires high standards of corporate governance, public accountability and financial management.</p> <p>AOP's Strategic Plan for 2021-24 outlines three strategic objectives:</p> <p><i>1. Inspire</i></p> <p><i>AOP is present and active in the sector as a thought leader on international poverty-related issues, building networks and reputation that inspires new and existing changemakers to take action on poverty.</i></p> <p><i>2. Quality, Effective Programs</i></p> <p><i>Programs are evidence-based, to achieve measurable impact on reducing poverty. Programs are delivered through mutually beneficial partnerships that encourage good practice, shared learning, and experimentation.</i></p> <p><i>3. Sustain</i></p> <p><i>AOP invests in its people, systems, governance, and risk management to ensure sustainability and continue to deliver its mission long-term.</i></p>

Our vision	For all people to transcend the injustice, indignity and inequality of entrenched poverty.
Our mission	Empowering changemakers to break the cycle of poverty.

Key Result Area	Key Accountabilities
Vietnam Country strategy development	<ul style="list-style-type: none"> • Develop a comprehensive strategy for the Vietnam office that aligns with AOP's mission and strategy. • Identify opportunities for expanding the scale and impact of existing projects. • Lead the development of new initiatives and programs that address critical issues affecting global poverty.
Regional Network Development	<ul style="list-style-type: none"> • Cultivate strong and strategic relationships with academic institutions, private sector partners, funders, philanthropists, and other stakeholders. • Collaborate with these key partners to secure funding, expertise, and resources for AOP's projects and initiatives. • Promote AOP's presence in Vietnam through active participation in relevant networks and conferences. • Seek out collaboration opportunities that align with AOP's mission and strategic goals.
Risk Management	<ul style="list-style-type: none"> • Work on establishing appropriate legal structures to support a broad range of activities within Vietnam. • Identify and assess potential risks related to the Vietnam operations. • Develop and implement strategies to mitigate these risks, ensuring the long-term sustainability of the office. • Diversify funding sources to reduce dependence on specific donors or revenue streams.
Capacity and Culture Building	<ul style="list-style-type: none"> • Explore innovative solutions to enhance the skills and experience of the Vietnam team while staying within the available budget. • Develop professional development and training programs for staff in Vietnam. • Foster a culture of learning and continuous improvement within the office. • Promote opportunities for career growth and advancement for the Vietnam team.
Work Health Safety and Compliance	<ul style="list-style-type: none"> • Be pro-active in caring for the health and safety of all people within our work environment; • Demonstrate initiative in implementing actions that facilitate the continuous improvement of workplace health, safety and wellbeing within AOP; • Ensure that you operate in line with all AOP policies and procedures.

HOW TO APPLY

Interested candidates are invited to submit their CV and cover letter in English with the subject line of “**VN Country Director – Your name**” to recruitment@actiononpoverty.org.vn by/before **10 February 2024**. 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.