



JOB DESCRIPTION

Position: Project Lead - Entrepreneurship & Vocational Training Project in Son La

Organization: REACH

Workplace: Based in Son La

Nationality: Vietnamese citizen

Reports to: [Director]

Position Overview: The Project Lead will oversee the implementation of the Entrepreneurship and Vocational Training project in Son La, focusing on empowering ethnic minority women through entrepreneurship and equipping youth with vocational training in the tourism and hospitality sector. This role is crucial for fostering sustainable economic growth and social inclusion within the community.

I.Key Responsibilities

Project Management:

1. Lead the planning, implementation, and management of all project activities.
2. Supervise and coordinate the project team, ensuring high-quality execution and adherence to timelines and budgets.
3. Develop and implement detailed work plans, aligning with the project's strategic objectives.

Entrepreneurship and Vocational Training Development:

4. Design and implement tailored entrepreneurship programs for women, supporting the creation and growth of women-led enterprises.
5. Oversee vocational training programs targeting youth, equipping them with industry-relevant skills in tourism and hospitality.
6. Ensure the integration of gender-sensitive approaches and youth-focused strategies in all project activities.

Stakeholder Engagement and Partnership Development:

7. Build and maintain strong partnerships with local businesses, community groups, government agencies, and other stakeholders to ensure project success.
8. Advocate for women's empowerment and youth development within stakeholder networks and community settings.

Monitoring, Evaluation, and Reporting:



9. Establish and maintain a robust monitoring and evaluation (M&E) system to track outcomes for both women entrepreneurs and youth trainees.
10. Prepare high-quality reports and presentations for donors, partners, and internal teams, ensuring accountability and transparency.

Budget and Resource Management:

11. Manage project budgets, ensuring efficient allocation and use of resources.
12. Identify risks and propose mitigation strategies to ensure smooth project delivery.

II. Position requirements

Qualifications and Experience:

1. Bachelor's degree in Business, Hospitality, Social Work, Development Studies, or a related field. A Master's degree is preferred.
2. At least 5 years of experience managing development projects, with a strong focus on women's entrepreneurship, youth vocational training, or economic development.
3. Deep understanding of the tourism and hospitality sector, particularly in rural or community-based settings.
4. Demonstrated leadership and team management experience, including budget oversight and operational planning.
5. Proven track record of successfully working with diverse stakeholders, including local governments, women entrepreneurs, and youth organizations.

Other Requirements:

1. **Community Engagement:** Ability to work collaboratively with women, youth, and local communities to foster trust and participation.
2. **Strategic Thinking:** Strong analytical and problem-solving skills, with the ability to adapt to dynamic project challenges.
3. **Communication:** Good verbal and written communication skills in English.
4. **Technical Expertise:** Familiarity with monitoring and evaluation frameworks, gender-sensitive programming, and youth skill development.
5. **Cultural Sensitivity:** Understanding of the cultural and social contexts of Son La and experience working in rural, underserved communities.
6. **Work Environment:** The Project Lead will primarily operate in Son La Province, requiring regular travel to project sites and communities. Flexibility to work in rural settings and adapt to varying conditions is essential.



III. Key Deliverables:

- Successful implementation of entrepreneurship programs benefiting women and vocational training programs targeting youth.
- Increased participation of local women in entrepreneurship and youth in tourism and hospitality-related vocational training.
- Strengthened partnerships with stakeholders and enhanced project visibility.
- Comprehensive monitoring and reporting on project progress and impact.

IV. Benefits & Application Process

- **Salary:** Negotiable based on the applicant's qualifications, ranging from 30 million to 35 million VND (gross).
- **Application deadline:** Interested candidates are encouraged to submit their CV, a cover letter highlighting their suitability for the position, and two references to:
- **Email:** tuyendung@reach.org.vn, binh.ngo@reach.org.vn
- **Deadline:** 31st December 2024

Early applicants will be considered for early interviews, and suitable candidates may be hired immediately.