

## JOB ANNOUNCEMENT

Samaritan's Purse is a Christian humanitarian organization providing aid to hurting people around the world. Samaritan's Purse Vietnam's projects are implemented in Hanoi, HCMC, Lai Chau, Yen Bai, and Tra Vinh, where most people are from ethnic minority groups, often the most vulnerable or marginalized sections of the population. The current projects include health, education, relief, protection, water, sanitation, and hygiene projects in schools, as well as livelihood projects.

We are now seeking highly qualified candidate for the following position:

**Position Title:** Project Manager, Yagi Recovery  
**Grade:** Manager  
**Position Duration:** From the hiring date to December 31, 2025  
**Duty Station:** Hanoi, frequent travel to project locations  
**Reports To:** Program Manager, Yen Bai

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### Job Summary:

The Project Manager is responsible for the overall leadership, direction, and oversight of assigned projects. He/she must ensure that all project designs, implementations, and approaches align with Samaritan's Purse's strategy, donor standards, and local laws and requirements. As needed, the position also undertakes other tasks to support program, logistics, finance, and country management.

**This hire is for a Project Manager, Yagi Recovery. The individual will oversee the assessment, rehabilitation, and reequipping of clinics and other facilities to overcome the impact of Typhoon Yagi.** It will involve close coordination with local partners and construction companies.

### Key Responsibilities:

- **Project Management:** work closely with leadership to oversee all project requirements in assigned locations.
  - **Cycle:** Manage the entire project lifecycle, including initiation, planning, implementation, monitoring/evaluation, and conclusion.
  - **Design:** Ensure high-quality proposals, log frames, and budgets are prepared for ongoing and new projects in the region.
  - **Implementation:** Ensure project implementation within the defined scope, budget, and schedule. Address programmatic challenges. Adjust implementation strategies as necessary for successful program outputs.
  - **Strategic Planning:** Coordinate with leadership in developing and creating a community outreach and response plan and strategy. Ensure programming aligns with the vision and strategic plan.
  - **Monitor and Evaluate:** Track program progress, update the monitoring database and workbooks, record lessons learned, and ensure significant impact is achieved.
  - **Risk Management:** Conduct risk management planning, identification, analysis, response planning, and controlling throughout the project cycle.
  - **Training and Technical Content:** Prepare and conduct training on livelihood development. Build up

the capacity of staff to prepare and conduct training. Review partner and independent contractors (ICs) training for accuracy and applicability of materials to community needs.

- **Program Reporting:** Produce required reports and impact stories for leadership and donors.
- **Financial Management:** Work closely with the manager and finance team to manage the project budget.
  - **Budget Management:** Plan, budget, manage, and control costs to ensure project completion within the approved budget.
  - **Expense Management:** Review and approve all financial transactions to ensure transactions accuracy, including cash advances, expense reports, purchase requests, payments, and quote analysis.
  - **Cash flow Management:** Produce funds requests and spending forecasts.
  - **Financial Reporting:** Complete all financial reporting.
  - **Partner Financial Management:** Review and ensure partner financial reports for accuracy and compliance.
- **Other Responsibilities:**
  - **Supervisor Responsibilities:** Supervise project staff per the policy and practice of Samaritan's Purse. Assess, manage, and report staff's critical physical, emotional, or spiritual concerns.
  - **Partner Relationship:** Develop and maintain strong relationships with existing and new partners, including community leaders, government officials, local leaders, and other non-government organizations. Ensure the community accepts the agency, attend relevant meetings, coordinate to avoid program overlap and identify gaps, and support overall relationship building.
  - **Work Environment:** Nurture a positive work environment and commit to SPIR values and ethics.
  - **Team Support:** Samaritan's Purse works as a team to conduct programming, and additional responsibilities will be assigned to achieve the goals.

#### Education/Experience Needed:

- Bachelor's Degree in agriculture, community development, social work, or related.
- At least 05 years of experience working with ethnic minorities and/or rural communities in Project Management.
- Strong willingness and passion to help the poor and disadvantaged in Vietnam.
- Experience with capacity-building training.
- Formal project management certification or training preferred.

#### Skills Required:

- Fluency in English and Vietnamese, written and spoken. Excellent communication skills.
- Excellent planning, time management, and organizational skills; high level of integrity.
- Humble team player, ability to be flexible and adapt, maturity
- Comfortable using Microsoft Word, Excel, PowerPoint, and email.
- Ability to travel frequently to remote villages in varying weather conditions.

Samaritan's Purse in Vietnam is a Christian nonprofit organization. Candidates having working experience in a similar kind of organization will be an advantage.

Please note that Applications will be treated in confidence, only candidates invited to an interview will be contacted.

To respond to this opportunity, please send your **Cover letter, Samaritan's Purse Application form** (as attached) to [hrspvietnam@samaritan.org](mailto:hrspvietnam@samaritan.org) referencing "Yagi Project Manager Opportunity" in the subject title.  
**Application Deadline: December 31, 2024.**



**Samaritan's Purse**®  
INTERNATIONAL RELIEF