

JOB DESCRIPTION



Job title	Program Manager – GEVEE Programme	Office	Hanoi, Vietnam
Type of employment	One year – renewable	Department	Program Technical Department
Reports to	Country Director	Functional reports to	GEVEE Program Steering Committee
Career Band	Professional staff	Grade	D2
Background	<p>Aide et Action International to become Action Education is an international association for development through education, has been ensuring access to quality education for the most vulnerable and marginalized populations, especially children, girls and women, so that they can all control their own development and contribute to a more peaceful and sustainable world.</p> <p>We promote lifelong learning because access to quality education helps to fight poverty and disease, limit climate change and build peace in a sustainable world. We focus on early childhood care and education, access to and quality of education at primary and secondary levels, as well as vocational training and social inclusion. Based on the values of dignity, inclusion and integrity, as well as on the principles of transparency, accountability and solidarity, we are running 91 projects in 20 countries in Africa, Asia and Europe - including France - for more than 1.5 million people.</p> <p>Our Vision: Education is a fundamental right. Action Education defends the right to quality education for all and works to ensure that this right is respected in all the countries where it operates. Free, inclusive and quality education is a fundamental, compulsory and non-negotiable right for all children and adults worldwide.</p> <p>Gender Equality through Vocational and Entrepreneurship Education (GEVEE) is a unique cross-cultural initiative which will address gender inequalities in Laos and Vietnam and promote the empowerment of young women through economic opportunity, and advocacy for changing perception. GEVEE responds to the stated needs of these two countries to achieve gender equity within every facet of their societies. The project will work with local government actors, private sector, and CSOs specializing in gender, local economic development, and multi-stakeholder dialogue to bring about these changes with the co-financing by the Aide et Action International and Agence Française de Développement (AFD).</p> <p>The project will capitalize on current successful initiatives led by AEA and partners in two countries, utilize learning from other gender projects, and will benefit from expertise in gender, and local economic development of two-implementing partners, Phase I will set the foundation for an eventual EGFPE. Phase II and will contribute to the blueprint for AEA to integrate gender into its regional projects and programs.</p>		
	<p>The Program Manager’s primary function will be to maintain oversight and ensure completion of a multi-countries project. The incumbent provides hands-on technical</p>		

<p>Position Overview</p>	<p>programming, supporting country programs to problem-solve in the areas of program implementation, coordinating and managing regional activities as part of the program, monitoring and evaluation, communications and reporting.</p> <p>S/he will provide regular support to GEEVE team members through frequent remote engagement and field visits, working with project staff to assess field conditions, support capacity strengthening, facilitate partnership building and take initiatives to support the achievement of the overall objective of the project.</p> <p>The Program Manager reports to the Country Director and Program Steering Committee.</p>
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Core Accountabilities

Leadership and Collaboration

- Provide leading in achieving a high standard in the two countries program policies and procedure, values, and leadership.
- Serve as a critical member of the programme team to ensure strategic leadership together with the respective team members and partners.
- Support the effective management of the division’s resources (financial, technical, and operational) in order to achieve the strategic objectives.
- Support compliance with all legislation and the organization’s policies and procedures.
- Provide direct technical assistance and guidance on women’s economic empowerment to the program and its delivery partners.
- Support the development of tools, systems, processes and approaches that continuously improve technical excellence and impact in the area of transformative approaches to women’s economic empowerment.
- Lead, coordinate, support, and/or conduct gender and power analyses, effectiveness and efficacy studies, appraisal, evaluation and needs assessments as required by the program.
- Assist with quantitative/qualitative assessments in targeted communities to assess effectiveness of interventions and impact.
- Support delivery partners to understand the role of gender equality and women’s economic empowerment for the program impact groups.
- Ensure gender equality and women’s economic empowerment criteria are well integrated into market-systems approaches.
- Work closely with other technical specialists in the two countries to integrate gender across all program components.
- Facilitate and support a cross learning and knowledge between Laos and Vietnam.
- Represent work being done in gender-transformation and women’s economic empowerment under the program in relevant internal and external forums.

Program Implementation

- Take leadership in the establishment and support of the functionalities of the gender-responsive education, promote women’s economic empowerment.
- Liaise with Country Program Managers and Country Directors continually to ensure that the project is progressing in a timely manner and proactively identify any issues.
- Develop relationships and partnerships and negotiates with partners as well as government and donors for existing and future program development opportunities within the country to improve quality of life and contribute to environmental conservation.
- Lead and assist the team in preparing high-quality reports to meet donors’ and investors’ requirements.
- Create synergies with other public/private sector actors to ensure networking and collaboration and effective dialogue for policy change.

- Facilitate and build the capacity of project partners and target groups for effective project implementation.
- Oversee budget management and budget spending at both the regional and country levels.
- Implement regional activities (including exchange visits, sharing workshops, regional trainings and conferences, closing workshop) as part of the regional management of the project.
- Oversee the recruitment of consultants to ensure quality of related activities.
- Ensure advocacy activities are conducted as part of this project.
- Conduct timely project-close out activities including project evaluation and financial audit.
- Continue to liaise and update with the donor and inform throughout the project lifecycle.

Program Quality and Effectiveness

- Develop project monitoring tool and tracking to see the work progresses toward indicators.
- Provide EGEEVE teams with technical and problem-solving support to ensure achievement of program objectives.
- Support the documentation and communication of best practices that are coherent with the strategy, policy, systems & processes.
- Represent the program team to ensure our experiences help shape the development agenda and remain abreast of developments in donor and peer agency approaches to development effectiveness.

Team Contribution

- Constructively contribute and collaborate with all colleagues to achieve AEAI's organizational goals
- Deliver high quality work that provides a conducive environment to our operations.
- Comply with all legislation and the organization's policies and procedures.

Values and Behaviour

- Promote and be a role model to support organizational culture, growth, performance and image;
- Actively support the organization commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO);
- Actively demonstrate the organizational values and Principles:
 - **Dignity**
 - **Inclusion**
 - **Integrity**
 - **Solidarity**
 - **Transparency and Accountability**

Criteria

Qualification	<ul style="list-style-type: none"> • Master's degree (or equivalent) in social sciences, international studies, or a related field with a focus on gender. • Minimum of 10 years' experience in development sector (NGOs, CSO), with at least 5 years' experience with women's economic empowerment, and/or gender/social inclusion related job. • Good experience in project management, advocacy and knowledge management. • Good understanding of business and private sector. • Working knowledge of the Southeast Asia region and technical areas relevant to AEA.
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	<ul style="list-style-type: none"> • Extensive knowledge of institutional donor policies and guidelines, with demonstrated experience working with and adhering to guidelines of AFD, EU and other major donors. • Good command of English and French is an asset.
Experiences and Skills	<ul style="list-style-type: none"> • Outstanding interpersonal skills with the ability to work with multiple teams and effectively influence / engage at the executive level. • Advanced writing, editing, negotiation, and presentation skills. • Strong quantitative and qualitative skills, including the ability to analyze and synthesize information for programmatic decision-making. • Experienced networker with excellent presentation, communication and negotiation skills, and ability to develop strategic partnerships for enhanced funding.
Core Competencies	<p>Possess intermediate level in following core competency:</p> <ul style="list-style-type: none"> • Leading for Change: Capable of developing strategic shifts to adapt to the changing environment that keep the organization relevant and competitive. • Working with People: Show respect for the views and contributions of other team members; show empathy; listen, support and care for others; consult others and share information and expertise with them; build team spirit and reconcile conflict; adapt to the team and fit in well. • Communicating Effectively: Effectively share information among others to reach a common understanding, to allow informed decision-making and as a basis for coordination as well as quick and effective performance across the organization. • Drive for Results: Set high standards for quality of work in the project work plan; monitor and maintain quality of work; work in a systematic, methodical and orderly way; consistently achieve project goals; focus on the need and satisfaction of internal and external stakeholders; accept and tackle demanding goals with enthusiasm. • Child Protection: Perform the highest standard to ensure child safeguarding in according with our Child Protection Policy.
Others	<ul style="list-style-type: none"> • Strong desire to use his/her own professional expertise to support grass social enterprises to create positive social and environmental impact; • Prior experiences in a fast-paced organization aiming for results and growth; • Capacity to identify relevant social, financial, human and intellectual resources for the project implementation; • Show a strong commitment and passion to social innovation and social entrepreneurship development; • Sound knowledge on social issues including gender equality, social impact business, vocational training, career orientation, human rights, entrepreneurship, etc. ... • Good French skills is a plus

How to apply

Interested candidates who meet the qualifications are invited to send their CV and a cover letter in English with the subject title **[AEA-PM-GEVEE-Candidate name]** to the following address: **hr.vietnam@action-education.org**
Application Deadline: **24th April 2025**

Note: Aide et Action may interview the candidates on a rolling basis. The position is available to be filled immediately. Only shortlisted candidates will be contacted for further information and discussion.