



## Company Information

REACH: <http://www.reach.org.vn>

No. 45 Lang bun Phu Do, Me Tri, Tu Liem, Hanoi, Vietnam

REACH provides vocational training services for Vietnam's most disadvantaged youth. REACH matches our training to the needs of the employers and the jobs that exist in the locations where we work. Since 2004 over 6,600 young people from vulnerable backgrounds have graduated from this vocational training program and are now successfully employed.

REACH offers 3-month intensive vocational training in:

- Food & Beverage
- Sales & Marketing
- Web + Graphic Design
- Nail Art
- Hair dressing
- Housekeeping

Company Size: 25-99

Contact Person: **Human Resources Department**

## Job Information

**Job Title: Chief Operating Officer (COO)**

### Job Description

Responsible for the day to day internal (program quality, management, reporting) activities of the organization and make sure that the strategic objectives of the organization are being implemented. To provide leadership toward the achievement of the organization's vision and mission, and its annual goals and objectives.

### Responsibilities:

- Support the Executive Management Team to ensure the implementation of the strategic objectives of the organization (monitor progress during executive meetings, support and ensure staff has capacity and resources to achieve their objectives as planned)
- Work with REACH Regional Managers to develop Annual and Quarterly Action Plans and monitor progress
- Manage and support Regional Managers by providing them with organizational and management support
- Manage and support the HR Executive – to ensure HR policies are implemented and being followed across the organization
- Ensure that ICT works effectively across the organization
- Work with REACH Executive Director and Regional Managers to coordinate and maintain management information required for REACH and donors
- Support the REACH finance team to ensure financial policies are implemented and being followed across the organization

- Support the Marketing team – integrating marketing and communication strategies into all relevant REACH activities
- Monthly reporting to the Executive Director

**Job Requirement:**

- Master degree
- At least 5 years in management position
- Prior experience working with a non – profit organization is a plus
- Leadership skills
- Analytical and problem-solving skills
- Finance management skill
- Human resource management skill
- Planning & reporting skills.
- Fluent English
- Must possess excellent communication and organizational skills with the ability to work within a non-profit organization with increasing needs.

If you want to know more about REACH, please visit our website: [www.reach.org.vn](http://www.reach.org.vn)

If you think you have the qualifications and qualities we are looking for and want to join REACH, please send us your CV and motivation letter (why you think you should be our Chief Operating Officer) to the email address: [tuyendung@reach.org.vn](mailto:tuyendung@reach.org.vn). Only short-listed candidates will be contacted and CVs will not be returned.

Application should be made in English

Job Level: Experienced

Work Place: Ha Noi

Salary Range: Competitive

Deadline to apply: 21<sup>st</sup> October 2012