Version as of Jun 27, 2013

**TITLE: *Associate Country Director – Vietnam***

***(based in Hanoi, Vietnam)***

**REPORTS TO: *Regional Director, East Asia Regional Office***

***OXFAM AMERICA’s MISSION***

Oxfam is a confederation of international relief and development organizations working with partners to find long-term solutions to global poverty and injustice. As part of the confederation Oxfam America has specifically committed to the work that Oxfam undertakes in Vietnam and other countries of the Mekong Region.

***PURPOSE OF POSITION:***

As an Implementing Affiliate in Vietnam, OA is responsible for assisting with the overall success of the Vietnam Country Strategy and Operational Plan. In addition we are specifically accountable through the Managing Affiliate, for the components of the country program that OA is implementing.

In order to fulfill this responsibility the ACD is appointed by the Regional Director. This is a senior post providing management oversight and strategic inputs, program leadership and advocacy direction. within of the Oxfam America program in Vietnam in matrixed management alongside Regional Program Coordinators and support functions.

***Responsibilities***

* Responsible for operational support of OA’s staff and partners in Vietnam.
* Required to work with national, regional and global program coordination in order to shape the program portfolio’s direction and delivery.
* Responsible for the delivery of the relevant part of the country strategy to confederation standards as agreed by Managing Affiliate and through an inter-affiliate agreements.

As at June 2013 OA delivery includes the following but this may be adjusted;

* + GROW Campaign in Vietnam
    - A global campaign, in which Vietnam is seen a lead country providing support and direction to global influencing
  + Land Governance Program
    - a country program to be led by OA in Vietnam that addresses access to land as a critical natural resource management agenda
  + Extractive Industries Program in Vietnam
    - A program with Vietnamese and regional perspectives that addresses fair and equitable use of natural resources
  + FLAIR Program in Vietnam
    - A technology and policy program that already reaches over 1,000,000 smallholder farmers in Vietnam.
* Accountable to the Regional Director of OA and the Country Director of Vietnam. The post also holds accountability lines to GROW and to the affiliates who contribute funds to those projects
* Contribute to OA program design and development. For approved programs assume responsibility for implementation of components described for Vietnam including operational plans, OA staff line management-including day to day performance management of program staff, reporting.
* Monitor progress and informs Managing Affiliate of risks and any changes to program strategy and approach
* Demonstrate leadership through both the affiliate program and as a member of the country leadership team.
* As a key member of the Country Leadership Team the ACD will support the development of the country analysis and strategy, be involved in managing the transition plan to SMS, ensuring implementation, learning and review within the affiliate.
* Ensure that all media and advocacy lines are signed off by the Managing Affiliate prior to publication
* Develop and manage donor and partnership contracts for direct program work governed by the implementing affiliate
* Ensures adherence in the OA to Oxfam policies and standards for program, program management, finance and HR
* Ensures adherence in the OA to the Oxfam code of conduct, security guidelines and health & safety
* Recruitment and development of the affiliate team that reports into the ACD to ensure that the right people, with the right skills, are available for the implementation of the program strategy
* Input into the fundraising strategy and coordination of fundraising opportunities alongside and supported by the Country Leadership Team.

***Skills, Experience & Knowledge***

* Understanding of the Vietnamese rural policy context
* Experience of campaigning, including lobbying and more public facing approaches
* Proven experience of media work, including press and TV interviews
* Management, including matrix management experience in leading the development, and ensuring the delivery of, program strategy, either through partners or directly, in one or more challenging locations
* Experience of developing and managing complex projects and budgets associated with donor and partner contracts
* Experience of managing donor and partner relationships within a development, advocacy or humanitarian context
* Ability to manage the development of, and contribute to, the analysis of factors driving poverty, marginalization and vulnerability in developing country contexts, including the ability to ‘think politically’ by understanding motivations, pressures and challenges faced by colleagues, partners and other actors
* Knowledge and experience of fundraising including the identification of new fundraising opportunities and partnerships to support programme implementation
* Understanding of managing security, health and safety and risk.
* Specialist Humanitarian/Development or Advocacy experience as required by the Implementing Affiliate’s program strategy
* Excellent written and verbal communication skills to motivate, influence, and negotiate.

***Behavioural Competencies***

* **Working & Communicating Effectively with Others (essentially Team Working, seen as a critical competency for the ACD).** Can recognize, influence and develop complex and networked teams and is aware of what information needs to be given to whom and being able to get a message across to others in an appropriate and influential way. Takes responsibility to ensure that things are understood and accountability taken.
* **Drive to Achieve Results**. Must be able to demonstrate delivery in a complex and highly networked working environment
* **Adaptable and Flexible**. Is able to adopt new styles and approaches in order to influence and bring about successful outcomes
* **Supporting Others**. Recognizes their responsibility to help others to do their job effectively using initiative, and being proactive on behalf of others
* **Motivating & Developing Others.** Inspires and encourages others to meet their targets and to develop their full potential. Can adopt a coaching style of leadership
* **Facilitating Change**. Encourages others to seek and act upon opportunities for different or innovative approaches.