

**Project Manager/Program Design and Placement Specialist**

**for USAID Capacity Development Program**

The Institute of International Education (IIE) seeks a **Project Manager/Program Design and Placement Specialist** for an anticipated USAID-funded program in Vietnam. As one of the world’s largest and most experienced participant training, higher education, and professional exchange organizations, IIE has been working in Vietnam since 1997. Since our founding nearly 100 years ago, IIE has focused on developing the skills and abilities of individuals and institutions through the provision of training and capacity building services on a global scale. For more information about IIE, visit [www.iie.org](http://www.iie.org).

**Project and Position Description**

The Project Manager/Program Design and Placement Specialist will lead in-country activities for the Partner Capacity Development (PCD) program, a five-year project that aims to provide participant training and capacity development services to USAID/Vietnam’s partner organizations to equip key organizations and individuals to better achieve program objectives in the areas of economic growth and inclusion, private sector partnerships and innovation, HIV/AIDS, climate change and disaster risk reduction, disability and vulnerable populations, avian and pandemic influenza, education, and environmental remediation. Project activities will focus on:

* Assisting USAID/Vietnam Mission teams in planning and coordinating their overall capacity building and training effort on a yearly basis;
* Conducting organizational capacity assessments of government institutions and NGOs and providing associated technical assistance and other interventions as identified in the assessment;
* Managing exchange visitor and short-term professional participant training activities for mid to high-level professionals from the public and private sectors that may be conducted in Vietnam, third countries or the U.S.; and
* Identifying and competitively engaging training and capacity building and/or logistics providers to support interventions, including managing a small grants program.

The Project Manager will serve as the program’s senior liaison to the Government of Vietnam and other Vietnamese stakeholders. S/He will support the U.S.-based Project Director in providing technical, management, and representational responsibility for the program. This is a five-year position based in Hanoi.

**Principal Responsibilities**

* In collaboration with USAID, plan, develop, and coordinate training activities and corresponding budget(s) to meet project objectives and goals;
* With stakeholder groups, develop Stakeholder Compacts, Program Descriptions, and Training Implementation Plans (TIPs);
* Oversee the implementation of organizational capacity assessments and the design and implementation of efficient, results-oriented, cost-effective interventions to improve organizations’ human and/or institutional capacity, including administering academic education and technical training of mid- to high-level professionals;
* Design and lead recruitment and selection process to identify program participants;
* Ensure participants are placed in best-suited, tailored programs, including short-term courses, academic programs, and study tours;
* Design and conduct a complete range of exchange visitor/participant processing services and pre-departure orientation, as well as post-training follow-up, as requested by USAID;
* In accordance with USAID rules and regulations, identify and engage appropriate training and capacity building and/or logistics providers to provide specified interventions;
* Provide and/or acquire expert consultation services to achieve training and capacity building objectives for key USAID Mission partners.
* Track and report on participant progress; and monitor and report on progress of program objectives.

**Qualifications**

* Demonstrated understanding of the Vietnamese context, including a thorough understanding of Government of Vietnam policies and regulations on development activities, as well as more broadly with respect to how the broader policy making processes and government operates;
* At least seven years of comparable experience in international education, training management, or a closely associated position, including previous supervisory experience;
* in a relevant area (such Public Administration, Business, Law, International Relations, Social Sciences, Nonprofit Management, or other);
* Excellent oral and written communication in English and Vietnamese; and
* Familiarity with USAID highly desirable.

**Application Instructions**

To apply, please send your CV to [IIEcareers@gmail.com](mailto:IIEcareers@gmail.com) and specify “PCD Project Manager” in the subject line.

Qualified Vietnamese nationals are encouraged to apply. Applications will be reviewed on a rolling basis, and only qualified candidates will be contacted.