

**Position Description**

**Title:** Program Director

**Classification:** National Staff Position, open to Vietnamese nationals only

**Country Office:** Vietnam

**Location:** Hanoi or HCMC

**Position reports to:** Country Director

**Position Type:** Fixed-term

**About CARE International**

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

**About CARE in Vietnam**

CARE International in Vietnam is a creative and dynamic organisation which has worked with Vietnamese partner organizations over the past 25 years in over 100 projects. CARE in Vietnam recognises that the key to achieving equitable development outcomes lies in shifting deeply rooted, structural underlying causes of poverty and social and gender injustice which contribute to exclusion and vulnerability of particular groups in society. CARE in Vietnam’s long term program goals are that Remote Ethnic Minority Women (REMW) participate equitably in the economy and have a legitimate and respected voice, and that Socially Marginalised People (SMP) equitably benefit from development, are resilient to changing circumstances and have a legitimate voice.

CARE in Vietnam works to empower women and their communities by strengthening and building individual, organisational and institutional capacities; by building partnerships (civil society, government, private sector) to facilitate long term sustainable change; by integrating climate change adaptation and disaster risk reduction as key components of our programs; and by supporting policy development and implementation through policy dialogue and advocacy. Impact measurement, documentation of sound evidence and accountability to all stakeholders plays a significant role in innovation as well as knowledge management and learning.

**About the Role**

Under the direction of the Country Director (CD) and as part of the Country Office Senior Management Team (SMT), the Program Director plays a key role in setting the strategic program direction of the Country Office (CO), implementing the new program strategy, aligning project initiatives, and mobilising resources for CARE Vietnam's long term programs.  The Program Director is responsible for ensuring the establishment and management of processes to support high quality development and implementation of program initiatives. The Program Director leads senior managers in technical and operational areas ensuring best practice in both people and program management. In conjunction with the CD the Program Director will perform representational and fundraising duties, foster strategic partnerships, and ensure that CARE’s vision, mission and core values are promoted.

**Key Responsibilities**

The Program Director provides overall leadership of the REMW & SMP programs of CARE in Vietnam. S/he supervises Technical and Operational Team Leaders. Key responsibilities of the Program Director include:

**1.       Strategic Direction Setting**

In conjunction with the CD, the Program Director:

* Lead the development of programmatic strategies and plans, monitor the context of REMW & SMP, and advance priorities in the two programs.
* Ensure that all program and project development and implementation is consistent with CARE Vietnam new program priorities and CARE International standards.
* Liaise and develop networks with government, non-government, partners and donors promoting an understanding of CARE’s work and to ensure the CO is informed of key trends and best practice.
* Advance CARE Vietnam’s strategic partnerships with like-minded institutions to achieve greater impact.

**2.      Program Management**

The Program Director will work closely with the Technical and Operations Team Leaders to:

* Develop new project opportunities and ensure they are of high quality and strategically aligned with the new program priorities.
* Ensure effective and timely management and implementation of CARE Vietnam project initiatives.
* Oversee strategies and standards relating to project design, implementation, monitoring and evaluation, to maximise the effectiveness of the CARE programs.
* Establish and/or maintain systems to ensure effective project management and implementation and contract compliance.
* Monitor and review project implementation to ensure quality, contractual compliance and timely reporting.
* Together with the ACD Finance and Administration, ensure program staff take responsibility for and understand project expenditure, financial accountability and planning requirements.
* Oversee program evaluations and ensure lessons learned are incorporated into current and future programming.

**3.      Information Sharing, Learning, Collaboration**

Working with other SMT members to:

* Promote the CARE vision, mission and core values among staff and partners.
* Proactive sharing of project information and learning both within the Country Office and with appropriate external agencies, partners and stakeholders.
* Ensure the timely preparation and submission of project and information/ reports for CARE Australia and relevant CARE International offices.
* Provide the Country Director with accurate and up to date advice of developments and issues in program and project implementation together with any necessary recommendations for action.
* Engage collaboratively with CARE Members in the management, implementation and information sharing of programs and projects.
* Identifying and managing opportunities for capacity building in program management.

**4.      Representation and Fund Raising**

In conjunction with the Country Director:

* Represent CARE in programming, policy coordination and information sharing forums.
* Develop and maintain relationships with donors and counterparts.
* Coordinate the gathering and sharing of information on emerging donor opportunities.
* Lead the Resource Mobilization Group to make informed decisions on funding opportunities.
* Coordinate the development and presentation of high quality concept papers and proposals to potential donors including CARE Members.

**5.      Administration and Human Resources Management**

* Promote an open, diverse and participatory work environment.
* Provide direction and support to Technical and Operations Team Leaders as appropriate to carry out their responsibilities, and ensure they receive development opportunities.
* Lead Technical and Operations Team Leaders in identifying, designing and implementing appropriate training and effective coaching and mentoring strategies for programming staff.
* Ensure annual performance appraisals for programming staff are conducted as required by CARE.

**6.      Safety and Security**

* Promote a safe and secure work environment, foster a safety and security culture and ensure consistent application of and compliance with CARE Australia and CARE International safety and security policies and procedures.

**Selection Criteria**

* Extensive strategic and operational experience, preferably with an international NGO, and demonstrated experience in the management of large and complex multi-sector programs.
* Demonstrated knowledge and experience of current best practice development approaches, tools and methodologies and extensive experience in project design, proposal development and project management.
* Demonstrated ability to build and manage complex and diverse stakeholder relationships.
* Demonstrated skills in leadership, proven people management and interpersonal skills including the ability to develop harmonious teams in a cross cultural context.
* Demonstrated expertise in fundraising and preparing successful project proposals.
* Excellent written and verbal communication skills.
* Ability to produce high quality work and balance competing priorities within demanding timeframes.
* Relevant tertiary qualifications.
* Demonstrated understanding and adherence to CARE core values (Respect, Excellence, Commitment and Integrity) and teamwork.
* High degree of administrative and organisational skills.