

## **Senior Program Manager, North region**

Habitat for Humanity Vietnam (HFHV) is currently seeking a professional individual to serve as a Senior Program Manager for North region. The Senior Program Manager is responsible for but not limited to

- Provide team leadership and management in designing, implementing, monitoring and evaluating the program with stakeholder's participation by participatory tools
- Be responsible for effective execution of the program to achieve the program objectives efficiently and sustainably ( i.e. developing grant proposals, obtaining necessary approvals and hosting visitors to HFHV's projects, prepare project/program information and articles when required for donors and HFHV updates, ..)
- Coordinate, support and supervise staff on designated program activities and work with HR Department in identifying skills/ knowledge gap among supervised staff for further development
- Develop volunteer opportunities for domestic and international volunteers with project and local partners.
- Provide oversight during volunteer builds with volunteer coordinating team to ensure safety and a positive experience for volunteers and community partners.
- In coordination with DPME staff, provide support to the implementation of DPME system e.g. monitoring and periodical reporting, record of legal documents...
- Ensure all Habitat for Humanity related policies and procedures are appropriately applied and upheld within projects
- Ensure compliance with HFHV guidance and donor regulations of financial and resources management in program.
- Ensuring effective and smoothly communication and sharing experience among the stakeholders

### **Requirements:**

- Bachelor's degree in sociology, social work, international relations, international development, development management, housing and urban development planning or other equivalent degree
- 5 years to 7 years of relevant experience.
- Strong leadership, persuasion and negotiation skills
- High level of diplomacy skills with a strong focus on networking capability and relationship building with partnered NGOs, local government, multilateral organizations, donors, and other NGOs
- Good in English and Vietnamese communication skills with both writing and speaking
- Sound resources management skills
- Critical thinking and innovative
- Continuous learning and self-development

**How to Apply:**

Closing date: 04 December 2015

Your application **must** include:

1. A cover letter clearly demonstrating your suitability for this position
2. A comprehensive CV (no more than 2 pages)
3. Contact details (including telephone number and email) of 3 references including most recent direct supervisors
4. Expected salary

Applicants who do not provide **all** of the above requested information will not be considered.

Email your application to:

Human Resource Department

Habitat for Humanity Vietnam

Email: [application@habitatvietnam.org](mailto:application@habitatvietnam.org)

Habitat for Humanity International (HFHI) is a non-profit, ecumenical Christian housing ministry that seeks to eliminate inadequate housing and homelessness in the world, and to make decent shelter a matter of conscience and action. It was founded in 1976 and Habitat for Humanity Vietnam is a branch of HFHI. HFH Vietnam is an equal opportunity employer.

We sincerely thank you for your interest in Habitat for Humanity Vietnam.