

Project Manager

Good Neighbors is an international, non-profit humanitarian organization that plans, implements and raises funds for the provision of services in child education, community development, health, sanitation, and disaster relief projects. Currently Good Neighbors has been operating in 30 countries, supporting approximately 16.8 million people, including 9.6 million children.

Good Neighbors International in Vietnam (GNI) is implementing Community Development Projects (CDP) based on child sponsorship in 3 provinces; TuyenQuang, HoaBinh, and Thanh Hoa. GNI is working in main areas such as child sponsorship and education, water and sanitation, income generation, etc. in 9 CDPs and is managing 9,569 sponsored children.

Job title: Project Manager

Effective date: 1st March 2016

Department: Operation Department

Location: HoaBinh province

Reports to: Country Director, Managing Director, and OD, SSD, AD Managers

Type of contract: Permanent

1. KEY WORKING RELATIONSHIPS

Internal: Country director, Managing director, OD Manager/officer, SSD Manager/officer, AD Manager/officer, FD Manager/officer, PM, Project Officers

External: GNI's Donors, Partners, Governmental Officials, INGOs, Communities

2. MAIN DUTIES

- Develop annual work plans, coordinate to implement project activities, manage, monitor, supervise and evaluate the progress of project activities;
- Establish and maintain good working partnerships with the project donor, partners and stakeholders;
- Coordinate and support the technical team, partners and stakeholders of the project to ensure effective and smooth implementation of project activities;
- Assist in the development of the M&E framework and carry out M&E tasks;
- Support Head office in personnel management, and manage financial issues related to the project;
- Report the progress of project activities to manager of Operation department (OD), and Sponsorship Service Department (SSD).

3. QUALIFICATIONS REQUIRED

Education

- University degree or higher in Social work, Rural Development, Economic, Agriculture, Education or related fields; Work experience
- At least 2 years relevant working experience
- NGO working experience is preferable;
- Experience and skills of project management, including planning, implementation, monitoring, evaluation, finance management, staff management and partnership;

Skills

- Ability to work independently and with the team;
- Good organizing skills and interpersonal skills;
- Good English language skills in writing & speaking;
- Good skill in computer use Attitude
- Sociable, responsive, committed
- Teamwork
- Accountable

Nationality: Vietnamese

4. HOW TO APPLY

Interested candidates are invited to send their application (including a letter of motivation and a CV) to Human Resource Division via the email address recruitment@gni.org.vn or to the Head Office address: Good Neighbors International in Vietnam, Apartment 1303, 29T1 Building, Hoang Dao Thuy street, CauGiay district, Hanoi no later than 19th January 2016. We are very sorry that only short-listed candidates will be contacted for interviews.