

Program Manager

Job Title: Program Manager

Reports To: Regional Director

Working location: Hanoi (approx. 30% time on travel to field sites)

Effective date: 1st of June 2016

Netherlands Leprosy Relief (NLR), established in 1967, is a Dutch non-governmental organization (NGO) for the control of the disease leprosy and the rehabilitation of persons with disability including those due to leprosy, which is a major cause of disability. The NLR International Office is in Amsterdam with branch offices in 7 countries from where programs are supported in 15 countries.

NLR's mission: NLR promotes and supports health, ability and full inclusion in society for persons affected by leprosy or living with disabilities. NLR reaches annually more than 90,000 patients and other beneficiaries through its programs.

Netherlands leprosy Relief (NLR) has supported projects in Vietnam and the Mekong Region since 1981; initially leprosy disease control projects, later shifting towards leprosy disability projects and more recently towards projects that comprehensively serve the needs of persons with disability regardless of its cause. The NLR Mekong regional office in Hanoi currently supports programs in Vietnam, Cambodia and Myanmar. Central to NLR's support in the Mekong region is the link between disability and poverty.

Recently NLR has started a decentralization process throughout its global operations. NLR envisions that by the year 2020 all its branch offices have become independent local organizations that are bound by the NLR mission. The NLR Mekong regional office is looking for an experienced Program Manager to be in charge of and responsible for the well functioning of the programs of NLR Mekong in Vietnam, Cambodia and Myanmar.

Scope of work

The Program Manager will work closely with national and local counterparts in Vietnam, Cambodia and Myanmar and international agencies working on Disability and Leprosy, to oversee and support the implementation of day-to-day activities of the programs and projects.

Key tasks and responsibilities

- As program manager take lead in planning, development, implementation, monitoring and evaluation of program activities;
- manage the NLR supported disability and integrated rehabilitation programs in the region;
- identify and assess potential partner organizations in the Mekong region in the field of disability, poverty and rehabilitation for children and young adults;
- work with program staff and project partners to identify issues and challenges and develop strategies for effective implementation of activity plans;

- oversee the monitoring and evaluation of the programs to ensure that result evidence is gathered and milestones are met;
- be responsible for the timely production and submission of the activity plans, budgets and narrative reports in accordance with NLR and donors' requirements;
- provide technical assistance and oversight to program staff, consultants and partners in the region;
- contribute to policy development with regard to strategic directions of programs and projects;
- proactively identify Institutional Fundraising opportunities and contribute to the development of Institutional Financing proposals;
- seek alliances and cooperation with other partners (local, regional and international NGOs and any other partners) with the goal of joint program development and joint institutional fundraising;
- actively participate in the NLR Mekong management team.

Required experience and qualification

- advanced degree in any discipline related to disability issues, social development or public health; experience and skills can substitute for formal qualification;
- at least 10 years of experience in the national and international NGO sector, preferably in the field of community development;
- a minimum of 5 years' experience in program leadership;
- experience in Capacity Building/Civil Society Development, Community Based and Inclusive approaches
- experience with disability issues and networks of disability organizations and services;
- proven experience with donor relations, particularly institutional fundraising;
- working experience in different Mekong region countries is an asset

Required skills

- excellent written and spoken Vietnamese and English language skills;
- demonstrated report and proposal writing and presentation skills;
- demonstrated program management and leadership skills;
- good communication skills and a positive attitude to effective team work;
- willingness and ability to travel within Mekong region.

Salary and secondary benefits are competitive. NLR Mekong is an organization that supports people with disability. We give equal opportunity to every candidate, regardless of religion, race and gender.

Applicants with a disability are encouraged to apply for the position.

Submission of application

Interested candidates are invited to submit their application to the NLR Mekong regional office by email: lan.ntp@nlrmekong.org latest by 6 May 2016. Application package should include:

1. A letter of Interest addressing the key tasks and responsibilities.
2. Curriculum Vitae?demonstrating relevant experience and competence.