

**SAVE THE CHILDREN  
INTERNATIONAL PROGRAMS  
ROLE PROFILE**

<b>JOB TITLE: Project Manager</b>	
<b>TEAM/PROGRAMME:</b> Child Rights Governance	<b>LOCATION:</b> Ho Chi Minh City
<b>GRADE:</b> E	
<b>CHILD SAFEGUARDING:</b> Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.	
<b>ROLE PURPOSE: ROLE PURPOSE:</b> This position is responsible for the overall field management of project activities and monitors effective implementation of projects and partnership agreements under a group of projects.	
<b>SCOPE OF ROLE:</b> <b>Reports to:</b> Area Manager <b>Dimensions:</b> National/SCI/Members <b>Staff directly reporting to this post:</b> Project Officers	
<b>KEY AREAS OF ACCOUNTABILITY:</b>	
<p><b>Technical assistance and oversight</b></p> <ul style="list-style-type: none"> <li>• Ensuring program quality and further develop CRG program strategic direction and long term planning;</li> <li>• Provide technical support to CRG related projects;</li> <li>• Ensure that programmatic and technical guidance is being followed by project teams;</li> <li>• Document process and program achievements through the development of high quality lessons learned and best practices;</li> <li>• Coordinate closely with Area Manager and other sectoral advisors, especially the advocacy and MEAL specialists, to provide technical support and organizational/management support and contribute to the advocacy effort in CRG as well as other sectors as appropriate.</li> <li>• Lead CRG portfolio in proposal development and activity design;</li> </ul> <p><b>Management of project activities</b></p> <ul style="list-style-type: none"> <li>• Oversee field implementation to ensure project activities are delivered on time;</li> <li>• Liaise and manage relationships and contracts with key project partners including national/sub-national government agencies and local partners;</li> <li>• Ensure compliance with donors and SCI is strictly followed in project implementation and build capacity of staff in appropriately following compliance;</li> <li>• Develop and review project work plans including that of partner organizations;</li> <li>• Actively participate in, and provide inputs to, developing new concept notes/proposals and program strategies.</li> </ul> <p><b>Staff management</b></p> <ul style="list-style-type: none"> <li>• Provide direct supervision to Project Officers to ensure project teams work productively in field implementation;</li> <li>• Work together with project team's members to identify clear performance objectives for each member including capacity building, and support and motivate them to develop and implement their plans to achieve their objectives.</li> </ul> <p><b>Financial management</b></p> <ul style="list-style-type: none"> <li>• Ensure the effective and efficient use of all SCI resources in order to keep costs low and ensure safety in the workplace;</li> <li>• Manage project budgets including developing, reviewing, and monitoring project budgets and partners' budgets, cash forecast, and phasing budgets;</li> <li>• Reviewing monthly financial reports and listing of expenditures prepared by Finance Team.</li> </ul> <p><b>Monitoring and evaluation (M&amp;E)</b></p> <ul style="list-style-type: none"> <li>• Lead project-level M&amp;E, including regular monitoring visits to sites and participating in project</li> </ul>	

DATE \_\_\_\_\_

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mid-term reviews and end-line studies;

- Lead development of case studies and other project materials;
- Collate reports from Project Officers for submission to senior managers and produce regular internal and donor reports.

**Representation, advocacy and networking**

- Support engagement and communication with SC Members as delegated by line manager on project progress with lead technical advisors;
- Support national/sub-national level project activities, including advocacy and coordination;
- Serve as the main contact to represent projects in participating provinces and maintain effective links with local partners at all levels to facilitate implementation, sustainability and scalability of projects;
- Maintain effective collaborations with other partners and organizations and related projects in the same locations for better integration and coordination;
- Build and maintain effective partnerships and networks with relevant technical groups, civil society groups, NGOs, and UN agencies for effective project implementation and scalability.

**SKILLS AND BEHAVIOURS (our Values in Practice)**

**Accountability:**

- Holds self accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling SCI values.
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding.

**Ambition:**

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same.
- Widely shares personal vision for SCI, engages and motivates others.
- Future oriented, thinks strategically and on a global scale.

**Collaboration:**

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

**Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

**Integrity:**

- Honest, encourages openness and transparency
- Always acts in the best interests of children

**QUALIFICATIONS AND EXPERIENCE**

**Essential**

- University degree in community development, social development or related field;
- At least 5 years management experience in an INGO environment, including experience directing and implementing programs;
- Proven technical knowledge and capacity to lead project/program implementation;
- Solid communication skills both verbally and in written form in English and Vietnamese;
- Good understanding of challenges facing vulnerable children and communities in Vietnam;
- Commitment to humanitarian principles/accountability frameworks, especially for work with

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**DATE**

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vulnerable populations;

- Ability to work effectively with people of diverse backgrounds, to motivate and inspire team work
- Ability to analyze information, evaluate options and to think strategically;
- Excellent interpersonal, communication and presentation skills;
- Commitment to and understanding of SCI aims, values and principles including rights-based approaches.

**Desirable**

- Flexibility and a sense of humour – ability to work, live and thrive in challenging circumstances;
- Prior experience in CRG programming is a plus;
- Have a very high level of personal and professional integrity and trustworthiness;
- Be both self-confident and humble;
- Experience of working with local government and partners;
- Experience of working in an emergency setting and/or commitment to build that capacity;
- Thrive in a fast-paced and fun environment.

**Equal Opportunities**

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Health and Safety**

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**Additional job responsibilities**

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

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