

Job Description

Position: Program Manager, Livelihoods

Supervisor: Country Manager (CM), Pact Vietnam

Duty station: Hanoi - Vietnam, with frequent visits to the field (Thanh Hoa, Vinh Long and TBD provinces)

Summary of Responsibility

The **Program Manager, Livelihoods** will manage Pact Vietnam livelihoods programs.

S/he will be based in Hanoi, supervising a program team in Hanoi and heads of field offices in Vinh Long and Thanh Hoa provinces. S/he will lead the project/training materials design, project planning, project implementation, M&E and Reporting, etc., for Pact Vietnam Livelihoods Program.

Specific Duties and Responsibilities:

Supervision/coaching and mentoring: Directly supervise the Livelihoods Program team in Hanoi and field office manager/s and coordinator/s. Mentor and coach the direct supervisees on technical issues relating to livelihoods program.

Project planning and project design:

Lead the development of training materials for Pact livelihoods projects that relate to microfinance, financial management, agriculture/entrepreneurship development, etc.

Develop implementation plans for Pact Vietnam livelihoods projects

Program Implementation:

Coordinate project activities with relevant stakeholders (Hanoi team, field teams and Pact headquarters in Washington D.C.) to ensure timely, effective and efficient implementation.

Lead all Livelihoods technical activities for Pact in Vietnam, including technical training, technical consultation, quality control of technical output, regular mentoring and coaching to field teams, etc.

M&E and Reporting

Ensure a strong M&E system for livelihoods projects and that the system gathers and analyzes information to contribute to accurate project reporting.

Be responsible for preparing reports to donors and other agencies as required in a timely manner with quality.

Proposal writing: Support the CM with proposal development: Lead program teams in key areas of project design (project appraisal, assessments, project design workshops, budget development for project activities, etc.) and technical proposal writing.

Representation: Develop strong working relationships with relevant Government agencies, partners (as applicable) and donors for Livelihoods Program activities

Other responsibilities: Perform any other duties assigned by the Pact Vietnam CM.

Qualifications:

- Vietnamese nationality
- Graduate degree in economics, development management or of related fields.
- Deep understanding of livelihood issues in development project. Experience with mobile technology in development project is a plus
- Minimum of 2 years fieldwork in livelihoods programs (microfinance, entrepreneurship development, agriculture development, etc.) and 3 years experience managing livelihoods program
- Familiarity with tools in development (PRA, RRA, etc.) and proven sound project management skills (project design, planning, implementation and M&E, etc.)
- Strong writing skills including proposal writing, success story and report writing
- Proven analytical skills and excellent interpersonal skills and strong teamwork spirit
- Strong communication and facilitation skills with experience in conducting TOT and mentoring/coaching to field teams
- Proven ability to lead a multi-cultural team
- Excellent spoken and written English
- Maturity, high responsibility and ability to meet deadline and produce high quality output
- Good computer skills (Microsoft Office and M&E software).