

Senior Manager, Program Support and Innovation

Habitat for Humanity International founded in United States in 1976. Habitat now works in 1,400 communities across the U.S. and in nearly 70 countries and has helped 6.8 million people achieve strength, stability and independence through safe, decent and affordable shelter.

Our vision

A world where everyone has a decent place to live.

Our mission

Seeking to put God's love into action Habitat for Humanity brings people together to build homes, communities and hope.

HFH Vietnam has been working in Vietnam since 2001. As of June 2016, HFH Vietnam has enabled more than 13,600 low-income Vietnamese families to improve their living conditions through decent homes, clean water and safe sanitation and post-disaster reconstruction and repairs. In addition, HFH Vietnam has provided training in disaster preparedness, financial education, hygiene practices, and construction skills, among others, to more than 75,800 individuals.

For more details, please visit us: <http://www.habitat.org/> <http://habitatvietnam.org/>

We are looking for high potential candidate to fill a role of Senior Manager, Program Support & Innovation.

Our announcement will close by **31 Mar. 2017**.

We recommend interested & qualified candidate to send you're a comprehensive CV, and cover letter to highlight your interest and capabilities and contact details (including telephone number and email) of 3 references including most recent direct supervisors

to application@habitatvietnam.org

Habitat for Humanity Vietnam gives equal employment opportunity to qualified candidates.

Position Title: Sr. Manager, Program Support and Innovation

Work Location: HCM City

Report to: Country Director Supervise 6 Managers & Specialists

Job Summary:

Reporting to the Country Director, the Senior Manager, Program Support and Innovation is responsible for the strategic development of programmatic support areas throughout Vietnam,

including Construction Quality, Water & Sanitation, Disaster Response and Mitigation, Housing Finance and Design/Planning/Monitoring/Evaluation. The Senior Manager, Program Support and Innovation will provide management, coordination, and guidance in the development, implementation and evaluation of program technical and functional initiatives and support for Habitat for Humanity Vietnam program operations across the country in close coordination with the Program Director to ensure that HFHV is delivering relevant, high-quality, affordable and cost-effective housing products and services for families in need of decent housing.

Main Accountabilities:

LEADERSHIP

- Works closely with the Country Director and the Program Director to effectively identify and develop appropriate goals/objectives, models and implementation of short and long-range plans.
- Serves as cross-functional counterpart to HFHI Asia Pacific functional specialists in Appropriate Construction Technology, Disaster Response, Housing Finance, and Planning, Monitoring and Evaluation positions for national implementation.
- Recruits, orients, supervises and develops staff members of the Program Support and Innovation team.
- Serves on HFHV Senior Management Team.

PROGRAM SUPPORT AND INNOVATION

- Develops, expands, and supports the integration of various Habitat Programs and special initiatives into the ongoing activities of program and project offices throughout Vietnam.
- Identifies and develops partnership opportunities within Vietnam.
- Facilitates the organization and development of conferences, workshops, and pilot projects that will enhance program development and innovation in Vietnam.
- Develops and implements policies, procedures, and processes which facilitate effective delivery of HFHI's program in terms of technical and innovative aspects.
- Ensures that Program activities are effectively evaluated, monitored and assessed.

- Contributes to HFHV organizational development through facilitation of, and participation in, committees and task forces responsible for the development of new HFH programs, innovations and development/revision of HFHI organizational documents.
- Regularly updates Resource Development and Communications team regarding new initiatives and supports the development of project proposals and funding requests for such.

Job requirements:

To be successful in this role, potential candidate should demonstrate following qualification & willingness & available to frequent travel domestic & occasional regional/international

1. Bachelor's degree in sociology, social work, international development, development management, housing and urban development planning or other equivalent degree (Master preferred)
2. Minimum 08 years of experiences in program management, general management or related field with responsibility for program design, project outcomes, and supervision of managers and/or technical staff.
3. Soft skills include:

- Strategic and operational planning
- Assertive & Think forward
- Sound Influencing and coordination skills
- Analytical and problem resolution skills
- Ability to provide excellent client-based support services
- Ability to multi-task with conflicting priorities in multicultural environments
- Strong in Microsoft applications - Word, Excel, Powerpoint