

Country Director
Country Director
HCM City, Vietnam

Organization Profile:

Room to Read is a global organization transforming the lives of millions of children in low-income countries by focusing on literacy and gender equality in education. Founded in 2000 on the belief that World Change Starts with Educated Children®, our innovative model focuses on deep, systemic transformation within schools in low-income countries during two time periods that are most critical in a child's schooling: early primary school for literacy acquisition and secondary school for girls' education. We work in collaboration with local communities, partner organizations and governments to develop literacy skills and a habit of reading among primary school children and ensure girls can complete secondary school with the skills necessary to negotiate key life decisions. By focusing on the quality of education provided within the communities and ensuring these outcomes are measured, we have created a model that can be replicated, localized and sustained by governments. Room to Read has benefited 11.5 million children across over 20,000 communities in Bangladesh, Cambodia, Grenada, India, Indonesia, Jordan, Laos, Nepal, Rwanda, South Africa, Sri Lanka, Tanzania, Vietnam and Zambia, and aims to reach 15 million children by 2020.

Position Overview:

The Country Director (CD) has the overall responsibility for the strategic leadership and direction for the Room to Read (RtR) country program to achieve the organizational vision, mission, and objectives. The CD leads the in-country senior management team and is responsible for all programmatic and operational aspects of the programs. The CD represents RtR with Government at all levels and with local and international organizations within country. The CD leads in developing, overseeing implementation, reviewing and monitoring results of the country program goals, objectives and targets maintaining program fidelity, cost efficiency and effectiveness. The CD embodies the core values of Room to Read. Travel to all districts where Room to Read works will be required as needed. This position is based in Ho Chi Minh City, Vietnam and reports directly to the Asia Regional Director.

Primary Duties & Responsibilities:

Program Development, Implementation and Management:

- Provide the leadership for the development, management, and implementation of all program activities in line with the overall Room to Read strategic plan and the country context.
- Direct the Country Management Team (CMT) and supervise Staff, providing them with all the necessary assistance to ensure that program activities are carried out in accordance with Global Office (GO) requirements and in a timely manner with attention to quality.
- Develop and maintain consistent, clear and timely communications and reporting for all country-related activities, issues, and updates with the relevant Global offices.
- Develop strategies and actions that address organizational priorities and conduct strategic and operational planning exercises.

- Work with relevant in-country and GO staff to strengthen and improve program impact and sustainability.
- Effectively implement planning and review systems to ensure delivery against plans and appropriate reporting and monitoring.
- Visit field offices and project sites as needed to support and monitor staff; engage local school and community leaders; and maintain clear visibility and knowledge of the successes and challenges of operations in the field.
- Participate in any other activities which may be required to fulfill the objectives of the organization.

Financial and Resource Management and Control:

- Provides oversight to all financial and administrative functions in the Country Office (CO) ensuring full compliance with applicable policies, manuals and legal conditions.
- Oversees the development and implementation of the annual country budget in accordance with established organizational goals and targets.
- Oversee organizational and logistical support of program-related activities.
- Ensure that adequate internal controls mechanisms are established and followed.
- Ensures systematic budget monitoring and review is conducted.
- Ensure effective grant management systems are in place for accurate, timely reporting and compliance with donor conditionality and requirements.
- Ensures legal compliance in all areas including taxation, employment law, insurance, contracts and other Room to Read requirements.

Human Resources Management and Organizational Development:

- Provide management expertise and leadership to a technically diverse team and create a work environment that promotes high performing teams.
- Oversee timely recruitment and training of staff.
- Conduct staff appraisals and identify and ensure support for staff capacity building needs.
- Conduct regular senior management and staff meetings to assess organizational progress and communicate updates and developments as needed.
- Promotes behaviors and ways of working that are aligned with RtR's values and organizational culture.

Representation and External Relations:

- Develop and manage relationships with other I/NGO's, government officials and appropriate educational facilities/authorities; schedule and attend meetings with them as needed to coordinate planning and implementation of projects.
- In close coordination with the GO, represent RtR at relevant donor meetings and assist in planning and hosting donor visits.

Security and Risk Management:

- Develop and maintain appropriate contingency plans for emergencies in accordance with global guidelines.
- Ensure all staff understand and comply with established policies.

Qualifications and Experience:

- Master's Degree in Business or Public Administration/Management/Education.
- A minimum of 10 (ten) years of relevant professional experience, with a minimum of 5 (five) years in a senior management capacity (preferably in INGO sector).

- A management style that is outcome-oriented, but flexible, which respects the capabilities and independence of staff, while providing them with a clear sense of direction and enabling their success.
- Excellent interpersonal skills – a capacity to listen well and inspire trust.
- Ability to communicate, negotiate and maintain relations with all stakeholders.
- Strong planning, supervising and program development skills.
- Ability to travel frequently to districts throughout the country.
- Strong verbal and written communication skill.
- Proven track record of achieving results.
- Ability to juggle multiple priorities simultaneously and take initiative.
- Experience developing and/or implementing large-scale literacy; girl's education; or other community development initiatives.

To be successful as a member of the Room to Read team, you will also:

- Have a passion for our mission and a strong desire to impact an up-and-coming non-profit organization.
- Be an innovative and creative thinker – you are not afraid to try something new and inspire others to do so.
- Have a very high level of personal and professional integrity and trustworthiness.
- Have a strong work ethic and require minimal direction.
- Work well independently as well as part of a team.
- Thrive in a fast-paced and fun environment.

Compensation:

Room to Read offers a competitive salary with excellent benefits; benefits including 13th month bonus, provident fund, accidental and health insurances for staff and their family; leaves and staff professional development.

The non-monetary compensation includes a unique opportunity to be part of an innovative, meaningful, fun, and rapidly growing organization that is changing, transforming the lives of millions of children in developing countries by focusing on literacy and gender equality in education.

Application Procedure:

- Please submit your application preferably with a cover letter, online by visiting our website www.roomtoread.org (about us > careers > see current vacancies).
- Alternately, click on <https://osv-rtr.wd5.myworkdayjobs.com/en-US/RoomToRead> searching Vietnam as the location and apply.
- You can also drop your resume at asia.hiring@roomtoread.org

We regret that we cannot respond to all applicants personally due to high applicant volume. Applications will be accepted until the position is filled.

Room to Read is proud to be an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds.