

## Program Manager

### Anh Chi Em Program Manager

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**LOCATION OF JOB:** Dien Bien Phu City

#### **ABOUT THE ORGANIZATION:**

**Anh Chi Em is a social microfinance programme created in 2007 by Entrepreneurs du Monde, a French NGO. ACE's mission statement is to help poor households in remote areas to reduce their vulnerability and reach better living conditions through the provision of financial and capacity building services.**

#### **ABOUT THE JOB:**

The objective of the Program Manager is to supervise and manage Anh Chi Em's activities in Vietnam. The Program Manager will work under direct supervision of the supervisory committee (ACE's governance body). The program manager will also have to work in close relationship with EdM and report to EdM's Head of Social Microfinance.

#### **TASKS AND RESPONSIBILITIES :**

- Supervise directly all management staff and provide guidance to all ACE staff;
- Supervise the operations of all activities to ensure completion of the program objectives;
- Lead market research, products development and expansion process;
- Oversee all financial, accounting and administrative activities;
- Monitor the activities, ensure the quality of activity indicators and draft report to stakeholders (including EdM)
- Prepare annual budget and lead the strategic planning and business plan development efforts
- Participate in the recruitment, supervision and training of all staff
- Represent ACE and EdM and develop relationship with partners and local authorities
- Contribute to ACE fundraising efforts and draft reports and funding proposals when required.
- Monitor the legal framework related to the activities of the program.

#### **QUALIFICATIONS**

- At least 5 years experience in a similar position.
- Prior experience in NGO sector and/or microfinance is a strong advantage.
- Financial management and budgeting skills
- Good computer skills: MS office, accounting software and computerized MIS.
- Fluent in Vietnamese and English both orally and in writing are required; Fluency in French is a plus

- Proven affinity with social activities and poverty alleviation programme.
- Ability to motivate and train staff.
- Willingness to live in Dien Bien while conducting regular field visits
- A result-oriented, transparent and entrepreneurial work attitude;
- Compensation will be negotiated commensurate with experience and skills.

Interested candidates should send applications to [simon.agez@entrepreneursdumonde.org](mailto:simon.agez@entrepreneursdumonde.org)

**Deadline:** 31 December 2017