

Context

VVOB – Education for Development is a Belgian organization that seeks to contribute to poverty reduction and to a fairer world with increased opportunities for all. Our main objective is to sustainably improve the quality, efficiency and effectiveness of education and training in developing countries.

Currently, VVOB Vietnam is implementing 1 programme and three projects:

1. Programme: “Mitigating Preschool Children’s Barriers to Learning in Disadvantaged and Ethnically Diverse Districts”- BAMI in Quang Nam, Quang Ngai, Kon Tum provinces (2018-2021)
2. Project: “GENder-responsive Teaching and Learning in the Early years”- GENTLE in Quang Nam and Quang Ngai provinces (6/2018-5/2021)
3. Project: “Communities of practice Inspiring Teaching Innovations in the early Education System in Vietnam”- CITIES in Danang city (6/2019-5/2020)
4. Project: “iPLAY Vietnam – Integrating Play-based Learning Activities among Young learners in Vietnam” in Lai Chau, Ha Giang, Thai Nguyen, Ha Noi, Quang Tri, Da Nang, Quang Ngai and Ho Chi Minh City (12/2019 – 11/2023)

Position

For BAMI programme programme, VVOB Vietnam is currently looking for qualified candidates for: **01 Early Childhood Education Manager.**

The Early Childhood Education Manager takes the lead in building and maintaining effective relationships with all people involved, from government officials to international partners to VVOB team members, to guarantee successful implementation of the programme

The Early Childhood Education Manager is tasked with the strategic management of the early childhood education programme of VVOB in Vietnam, the BAMI programme implementation in particular. To this effect (s)he coordinates and coaches project team members that are based in the country office in Da Nang. (S)he reports directly to the VVOB Country Programme Manager and works closely together with the Deputy Programme Manager, Financial team, Education advisors, Provincial coordinators, Communication advisor and M&E advisor. Collaboration with headquarters in Brussels will be mainly with the Senior Education Advisors.

The Early Childhood Education Manager is part of the VVOB Vietnam management team and actively contributes to the strategic choices and directions of VVOB in Vietnam. (s)he therefore has a key role in guaranteeing compliance of the operations with the programme plans as well as the financial guidelines of VVOB and its donors. Based on the learning and experiences within the project, (s)he also contributes to the continuous reflection, learning, and updating of the processes and procedures within VVOB Vietnam, in order to come to a leaner, more efficient and effective organization.

Key Responsibilities

Lead the project and support& motivate the programme team to achieve results

- Manages the programme team;
- Ensures that the programme objectives will be achieved, and the deliverables produced in due time
- Be in charge of reporting to the management and donor about the programme progress and result
- Ensures the programme spending and financial management are aligned with VVOB’s policies and donor’ s requirements
- Ensures high quality standards in terms of partnership, relevance, efficiency, effectiveness and sustainability of the programme

- Acts in accordance to VVOB's vision, mission, values, education portfolio, policies and guidelines
- Proactively setting up meetings with partners and colleagues to discuss programme issues and reporting to the Country Programme Manager
- Advising the Programme Manager and Deputy Programme Manager on the strategic orientation of VVOB in Vietnam and in primary education in general and on the BAMl programme implementation in particular

Offer technical advice, guidance and support to contribute to organizational development and programme results

- Providing technical advice, guidance and support on educational topics for strategic planning at country and programme level;
- Guiding the implementation of the training, coaching, and monitoring systems used in the programmes, and work with all partners to adapt and improve these;
- Keeping abreast with policy trends, new developments and latest research and thinking in education and international development by external and internal networking and sharing new insights with partners and VVOB colleagues;
- Contributing to internal and external communication, amongst others by writing success stories about educational change;
- Contributing to the development of grant proposals for potential donors;
- Taking up a variety of roles in the capacity development process of the partners according to the needs of the partner and situations and phases of the programme

Develop a sound network with all relevant internal and external stake holders to carry out the programmes objectives, methods and results.

- Representing BAMl programme to all relevant stake holders and authorities
- Actively engaging in networking with operational and strategic partners and potential donors in function of programme and organisational goals
- Alignment and transparent coordination with programme team and management team

Required Skills and Experience

Essential:

- Master in Humanity or Social Sciences or equivalent by experience
- Good written and spoken English
- At least 7 years of work experience or other relevant experience in Vietnam or south-east Asia
- Experience in a management and/or team-leader position
- Knowledge of and / or experience with programme management, preferably Project Cycle Management
- Ability to think out-of-the-box to reach results in a hierarchical and bureaucratic context and to introduce innovations in a creative manner
- An in-depth understanding of:
 - Vietnamese early childhood education systems, in particular systems and practices directed at professionalizing school leadership and teachers
 - Latest developments and research in the early childhood education sector in general and teacher development and play-based learning in particular

Desirable:

- Experience with working in a multicultural and multi-donor environment
- Experience in development sector or nonprofit sector



Starting date and working location:

Start date is 01/01/2020 or as soon as possible thereafter in VVOB's office in Da Nang with frequent to programme provinces.

Contract duration and benefit:

The contract will be 4 years and its extension will depend on the budget availability.

Selected candidate will be offered a friendly and creative working environment, a good benefit package including the social insurance according to the government scheme and additional insurance for staff and family, 30 days of annual leave and several professional development opportunities.

VVOB is committed to supporting its staff to achieve their maximum potential and will provide opportunities for professional development for the successful candidate, along with an attractive remuneration package.

To apply please send cover letter and detailed CV in English with at least 3 references to:

Mrs. Nguyen Phuong Anh- Deputy Programme Manager, phuonganh.n@vvob.org and

Ms. Luu Bao Nam Dung- Administrator, dung.lbn@vvob.org

Subject: Application for the position title

Please do not send certificates. Closing date for submission is **29 November 2019 (before 9am)**. While we thank all applicants for their interest, only shortlisted candidates will be contacted.

VVOB is an Equal Opportunity Employer fully committed to achieving a diverse workforce

