**PROJECT MANAGER, VIETNAM**

**ABOUT KENAN FOUNDATION ASIA**

Kenan Foundation Asia (Kenan) believes in a world where everyone has the right to build a better life for themselves, their family, and their community. Every day, we are working in Thailand and the region to inspire students, develop skilled people, and grow strong leaders by empowering them with the knowledge, technology, and skills necessary for a better future. Whether it’s an entrepreneur, a teacher, a student, a community leader, or non-profit manager, we conduct tailored, engaging activities to train, coach and equip them so they can achieve their dreams.

**OUR VALUES**

**Partnership:** We collaborate with our stakeholders to co-create and deliver services and programming that address the real challenges facing the people of the region.

**Inspiration**: We are passionate about creating a sustainable future and take action to make it happen. Through our actions, we inspire others to act and do the same.

**Leadership**: We are leaders in the field of social and economic development. We empower courageous, adaptable people to succeed in solving the challenges of globalization and provide opportunities and dignity for everyone.

**Integrity**: We care deeply about our work and our reputation. We do not compromise our ethics, our values, or our professionalism. We take personal responsibility and use good judgement to drive our values in everything we do.

Kenan Foundation Asia, a non-profit development organization working in partnership with companies, governments, academia, and committed individuals to empower people with the knowledge, technology, and skills necessary for a better future, is seeking a senior professional for the position of **Project Manager** to manage and develop the sustainable programs in Vietnam with a focus on STEM education and youth leadership.

**KEY RESPONSIBILITIES**

DELIVER IMPACT

* Manage customized projects by contributing to conceptualize and design, planning, implementing, and ensuring all project deliverables are aligned with the project’s objectives and framework.
* Deliver standardize education services in STEM education including training school roll out, and mentoring.
* Manage and engage stakeholders to ensure effectiveness of deliverable and impact. Seek feedback and insight of the needs and ways to improve services deliveries.
* Manage team’s performance by developing and expanding team’s capabilities.

EARN REVENUE

* Generate opportunities by heling to develop concept notes and proposal to support the business development team to pitch the project
* Manage project budget by optimizing between the project resources and project deliverables

BUILD BRAND

* Contribute to increase the visibility and the goodwill of Kenan in the industry through formal and informal networking
* Contribute to content creation.

**BACKGROUND:**

* Bachelor/master degree in Education, Business Administration, or related field.
* The ability to multi-task, meet client demands and deadlines, as well as a strong results focus
* Ability to work effectively with across multiple disciplines
* At least 5 years of direct experience in project management including reporting and monitoring and evaluation
* Design, training/workshop agenda, outline and facilitate training, prepare workshop materials

Interested applicants are invited to send full resume indicating qualifications  
and experience, and cover letter to: [chuyen@kenan-asia.org](mailto:chuyen@kenan-asia.org)