



ROLE PROFILE

Title	Head of Program		
Functional Area	Program Department		
Reports to	Country Director		
Location	Country Office	Travel required	Yes
Effective Date	1 st July 2025	Grade	E

ROLE PURPOSE

Plan International Vietnam (PIV) has its responsibility to work with the partners and others to reach 2 million girls in Vietnam “Learn, Lead, Decide and Thrive” in the next 3 years. It will require innovation in programming and approaches in order to shift power to the vulnerable children, youth and communities. It also requires the specific transformation of unequal gender relations to promote shared power, control of resources, decision-making, and support for women’s empowerment. PIV therefore needs a strong and capable manager to be accountable for the development and implementation of programs to ensure the program quality, provide leadership and to be accountable for delivering one program with 3 core components in program areas in Vietnam. The manager is to develop and lead a multidisciplinary teams include i) Program Quality & Development and ii) Program Implementation to make sure that: Proposal development and fundraising are met target for sustainability of grant funded projects and budget; Programs will tackle root causes, be gender transformative and strengthen our evaluation and research; Influencing will draw on programme results and research evidence; Monitoring & Evaluation will strengthen the case for influencing and enhance our programming; Programs/projects are implemented to ensure its objectives are achieved and contributing to PIV target of two millions girl “Learn, Lead, Decide and Thrive”

DIMENSIONS OF THE ROLE

The Head of Program is fully in charge of leading the program department “Program Quality & Program Development and Program Implementation” to function as the technical hub to make sure PIV is innovative in development approaches, evident-based in programming and influencing, and gender transformative and actual implementation with partners at all levels in all areas, where PIV operates. The main dimensions of role include the direct lead of a multi-disciplinary team with highly technical expertise to:

1. Program Design and Program Development

- Develop Country Program Strategy, Program technical guidance and projects in compliance with program quality policy and procedures (PQP)
- Establish a source of information in PIV for programming and influencing
- Develop systems and capacity of PIV’s staff that help enhance program quality assurance
- Keep PIV informed of progress made in achievement of the strategic objectives

2. Program Implementation

- Lead the program implementation team to ensure quality programs delivered in Plan working locations
- Be presentative of PIV to develop and build working relationship with APAC and government authorities and partners at central and provincial levels, NGOs and CSOs, corporates and private sector.

3. Business Development

- Ensure fund raisings to make sure PIV has sufficient financial resources

The Head of program is a member of PIV Country Management Team (CMT) and plays a central role in the design and implementation of country strategy and business planning. As a member of the CMT, the position holder will work closely with Country Director, Business Development Manager and Finance Manager to review strategic intent and grant priorities.

The dimensions of role also include the engagement in:

- Focal point for technical networks in the Regional and Global hub
- Representation of PIV in CSO networks in the country

ACCOUNTABILITIES

Specific responsibilities and accountabilities include the following:

1. Strategic & Program Leadership

- Provide strategic leadership to align country program strategies with regional and global priorities.
- Foster a high-performance, problem-solving culture focused on gender equality and girls' rights.
- Oversee program quality, grant utilization, and alignment of funds with strategic goals.
- Lead strategy development, ensuring effective implementation, adaptation, and evaluation.
- Support regular situational analysis to inform program direction and advocacy efforts.

3. Program Quality, Evidence, & Accountability

- Ensure programs meet global standards, are evidence-based, and adhere to rights-based approaches.
- Promote learning and best practices, integrating research on child poverty and gender equality.
- Strengthen monitoring, evaluation, and reporting systems for quality assurance.
- Align program design with government policies, legal frameworks, and donor opportunities.

4. Technical Support & Capacity Building

- Strengthen country office technical teams and partners for impactful program delivery.
- Support capacity building for local organizations, enhancing resilience in ethnic minority communities.
- Provide technical guidance on assessment, design, implementation, and monitoring of programs.
- Ensure staff have a strong understanding of program logic, impact measurement, and advocacy.

5. Resource Mobilization & Business Development

- Drive fundraising strategies, diversifying funding streams for long-term sustainability.
- Lead high-quality grant proposal development and donor engagement.
- Position Plan International as a preferred partner by aligning with donor priorities.
- Oversee grant pipeline tracking and decision-making on funding opportunities.

6. Networking & Strategic Partnerships

- Strengthen partnerships with donors, government, and civil society.
- Strengthen Plan International's positioning within government programs and policy frameworks.
- Actively engage in national and regional networks, contributing to thought leadership
- Represent Plan International in national platforms, coalitions, and policy discussions
- Guide the development of evidence-based research to drive policy change.

7. Leadership & People Management

- Lead and develop a high-performing program manager, provincial partnership manager and technical team, ensuring alignment with strategic goals.
- Set performance expectations, provide coaching, and facilitate professional development.

- Promote a culture of accountability, teamwork, and continuous improvement.
- Dedicate time to field visits, engaging with communities and program participants.
- Contribute to Country Management Team (CMT) decisions, policies, and strategy execution.

8. Safeguarding & Emergency Response

- Ensure adherence to safeguarding policies and risk management frameworks.
- Lead PIV effort in disaster responses and emergency preparedness

KEY RELATIONSHIPS

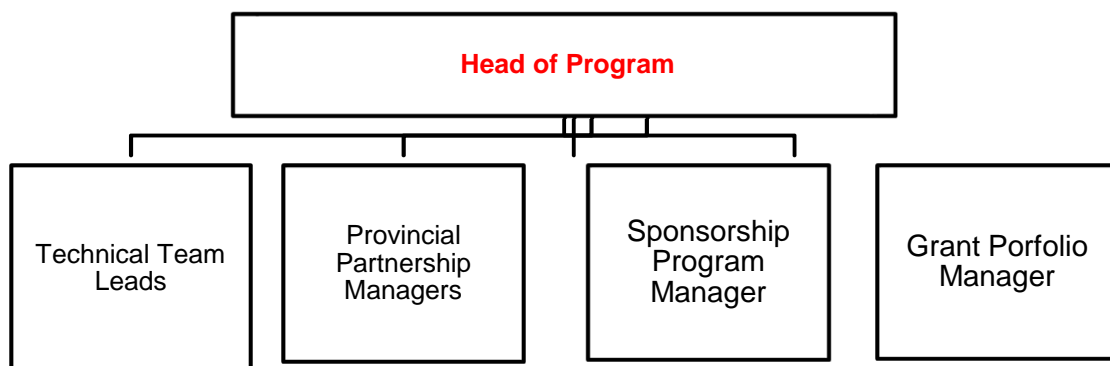
Internal relationship

- With CMT members
- With the Business Development Unit for smooth cooperation in development of project proposals and fund raising
- With all PIV's departments (Finance & Operations, HR &OD, Communication & Influencing Department).

External relationship

- With policy and advocacy working group with international organisations (development partners)
- With technical networks and other relevant institutions at National level
- With key non-governmental organisations (NGOs), UN-agencies for shared learning, joint implementation and leveraging similar interventions in people participation
- With Vietnam Civil Society Organizations working in development
- With the Ethnic Minority Working Group

Organizational Chart of Program Department



TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential

- **Leadership & Management:** 10+ years of progressive experience in child rights, gender equality, and rights-based international development, in development project management, strategic planning, team leadership, and change management.
- **Advocacy & Policy Engagement:** Proven ability to influence policies, lead advocacy efforts, and engage with government systems in the Vietnam.
- **Technical Knowledge:** Experience in humanitarian programming, climate change, youth economic empowerment, youth engagement, SRHR, and civic space strengthening.
- **Program Design & Evaluation:** Strong skills in project cycle management, needs assessments, proposal development, monitoring & evaluation, and program logic/theory of change.
- **Development Frameworks:** Expertise in social development theories, rights-based approaches, and community empowerment.

- **Government & Policy Expertise:** In-depth knowledge of Vietnam's policies, laws, and institutions, particularly in poverty reduction programs.
- **Communication & Training:** Excellent written and spoken English and Vietnamese, with the ability to train and mentor staff.
- **Other Skills:** Strong problem-solving, organizational, and computer skills. Willingness to travel frequently to provinces and districts.

Desirable

- Strong working knowledge of program development and quality functions in a large, federated structure and their value for driving consistent, sustainable, scalable, high-quality project delivery at the country-level.
- Hold background related to one among the technical areas: public health; economics; education; agriculture and rural development; gender; laws and international studies
- Demonstrated knowledge in political economy, political science, sociology, economics
- Demonstrated knowledge in research, especially in theory and methodology
- Experience in supporting community actions in Ethnic Minority context
- Knowledge and skills in Project and financial management
- Experience in working in a multi-cultural organisation

PLAN INTERNATIONAL'S VALUES IN PRACTICE

(Refer to the Plan International's value for further details)

- We are open and accountable
- We strive for lasting impact
- We work well together
- We are inclusive and empowering

PHYSICAL ENVIRONMENT

This position is based in Country Office in Hanoi and requires periodical travel to project sites.

- Most occasionally, working in the country office that is located in Hanoi
- Occasionally, the position needs to travel long hours (by air and car) to mountain program areas, and by bike to the communities. The position needs to work with the very poor people with different languages and cultures
- Less occasionally, the position needs to travel outside the country

LEVEL OF CONTACT WITH CHILDREN

- Medium level: Occasional interaction with children