



JOB DESCRIPTION

Job title	Program Officer – Livelihood Education	Office	Hanoi
Type of employment	Fixed Contract	Number of recruits	2
Reports to	Program Manager	Department	Livelihood Program
Gross salary		Grade	E
Background	<p>Aide et Action (AEA) International will soon officially becomes Action Education (AE) International. AEA (AE) is an international non-governmental organisation working in more than 19 countries across Africa, Europe, South Asia, and Southeast Asia to support the development of sustainable education projects. We believe in the universal right to a quality education and for 40 years, have based our interventions around this ethos.</p> <p>Our vision: Changing the world through education.</p> <p>Our Mission: AEA (AE) ensures access to quality education for the most vulnerable and marginalized populations, especially children, so they can take charge of their own development and contribute to a more peaceful and sustainable world. AEA (AE)’s staff operate in the spirit of shared decision-making which demands teamwork, transparency, mutual respect, integrity, personal initiative, creativity, and professional discretion.</p> <p>Our projects in Southeast Asia started in 2001 with local partners and government agencies in Cambodia, Vietnam, and Lao PDR to enhance the quality of education as well as to facilitate the access to quality education.</p>		
Position Overview	<p>Reporting to the Livelihood Program Manager.</p> <p>The post holder will be responsible for the implementation of projects under Livelihood Education Program in Lao Cai & Hoa Binh provinces in coordination with local partners and other team members to ensure effective delivery of the project outcomes.</p>		
Core Accountabilities			
Being a member of Livelihood Education Program, the post holder will be directly in charge of the implementation of projects under the program, with main responsibilities as follows:			
Project Management			
<ul style="list-style-type: none">• Be responsible for implementation of projects related to Livelihood Education Program including career orientation, vocational training, gender equality and entrepreneurship development under the supervision of Program Manager (PM);• Frequently travel to project sites to monitor, implement project activities as necessary;• Collaborate with communications & advocacy staff to develop promotion products for the projects;• Work closely with program team members and partners to make detailed implementation and budget plan annually and quarterly;• Provide technical support to partners and monitor project progress, project budget and spending; review and provide feedback on activity and financial plans and reports prepared by project partners;• Participate in writing proposals or concept notes related to Livelihood Education Program and submit to potential donors as required.			
Monitoring, Evaluation and Reporting			

- Implement MEAL plan (Monitoring, Evaluation, Accountability, Learning) and follow up indicators tracking of project including providing instruction to local partners, regular monitoring and evaluation based on the approved log-frame;
- Ensure to achieve all targets and deliverables set in the log-frame and MEAL plan at all result levels (output - outcome - impact);
- Prepare project progress, midterm and final report in a timely manner according to requirements by Country Director, Program Manager, AEA international and Donors;
- Promptly report any arising issues related to the projects to Program Manager and provide solutions to effectively address those issues.

Networking

- Develop and maintain strong relationship with local partners and beneficiaries in the project sites;
- Actively network with relevant working groups, consultants, experts, corporate partners, local & international NGOs and government agencies to develop and implement networking activities at local or/and national level(s);
- Maintain the relationship with donors under the consultation of Program Manager.

Finance

- **Budgeting:** Develop, monitor, and manage project budgets. Estimate costs accurately and allocate resources effectively within the approved budget.
- **Cost Control:** Monitor project costs and ensure that expenditures are in line with the budget, track expenses, identify cost variances, and take appropriate actions to control costs and prevent overspending. Collaborate with the finance staff to review the implementation budget and financial reports as necessary.
- **Financial Reporting:** Review partners' quarterly financial reports. provide stakeholders with up-to-date information on the project's financial status.
- **Procurement and Contract Management:** Source vendors, obtain quotes, and manage contracts. Comply procurement processes, manage contract to ensure efficient and cost-effective procurement practices.
- **Risk Management:** identify and assess financial risks associated with the project and work closely with the project team to mitigate these risks.
- **Stakeholder Communication:** communicate financial information clearly to partners, project team members, and other stakeholders.
- **Compliance and Governance:** ensure that financial transactions are conducted in compliance with organizational financial regulations and Donor's requirements.

Values and Behaviour

- Promote and be a role model to support organizational culture, growth, performance and image;
- Actively support the organization commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO);
- Actively demonstrate the organizational values:
Freedom: We respect people's rights
Respect: We value differences
Solidarity: We are stronger together
Equity: We treat people equally
Integrity: We stand up what is right

Selection Criteria

Qualification	<ul style="list-style-type: none"> • BA Degree in Social sciences such as gender studies, community development, international development, sociology, social work, economics, inclusive business, agricultural economics, business administration, or related study.
Experiences	<ul style="list-style-type: none"> • At least 5 years of experience in similar position (Project officer) • Experience in development projects, preferably in international development organizations on the following themes: <ul style="list-style-type: none"> – Vocational education and training – Livelihood, in particularly in women/ female youth economic empowerment and entrepreneurship development

	<ul style="list-style-type: none"> – Inclusive business/market-based approaches • Experience working for projects funded by international donors such as European Union, French Development Agency in Vietnam (AFD), ... is preferred.
Core Competency	<p>Basic level in following core competency:</p> <ul style="list-style-type: none"> 👥 Working with People: Show respect for the views and contributions of other team members; show empathy; listen, support and care for others; consult others and share information and expertise with them; build team spirit and reconcile conflict; adapt to the team and fit in well. 👥 Communicating Effectively: Effectively share information among others to reach a common understanding , to allowed informed decision-making and as a basis for coordination as well as quick and effective performance across the organization; is proactive in communicating and keeps the needs of the receiver in mind in particular internal and external stakeholders and clients; follow up on communications; engage in constructive 2-way feedback; listen actively and consult others as required before communicating 👥 Drive for Results: Set high standards for quality of work; monitor and maintain quality of work; work in a methodical and orderly way; consistently achieve project goals; focus on the need and satisfaction of internal and external stakeholders; accept and tackle demanding goals with enthusiasm. Child Protection: Perform the highest standard to ensure child safeguarding in according with our Child Projection Policy
Others	<ul style="list-style-type: none"> • Prior experiences in a fast-paced organization aiming for results and growth; • Capacity to identify relevant social, financial, human and intellectual resources for the project implementation; • Show a strong commitment and passion to social innovation and social entrepreneurship development; Strong desire to use his/her own professional expertise to support grass social enterprises to create positive social and environmental impact; • Sound knowledge on social issues including gender equality, social impact business, vocational training, career orientation, human rights, entrepreneurship, etc. ... • Ability to travel locally for approximately 40% of the total working days per year. • Good skills in project management, including project planning, implementation, monitoring, evaluation, and budgeting. • Good reporting skill, written and verbal communication and presentation skills in both Vietnamese and English. • Good teamwork skill and ability to work independently with minimum supervision, • Good communicator who is open, honest and supportive of others • Excellent networking skills, ability to engage with the public and private sectors, as well as civil society; • Good at time management and working under pressure. • Good French skills is a plus

STARTING DATE: As soon as possible

HOW TO APPLY: The interested candidates who meet the qualifications are invited to send their CVs together with a cover letter to the following address: hr.vietnam@action-education.org with the subject title **[AEA-PO]**
Candidate Name

Application Deadline: **9th May 2025** (The recruitment process may end sooner if we find the suitable candidate to fill this position)

Note: This position is for Vietnamese national only. Only shortlisted candidates will be contacted for further information and discussion.

