

## JOB DESCRIPTION

<b>Job title</b>	Head of Programmes	<b>Office</b>	Ha Noi, Viet Nam			
<b>Type of employment</b>	One year – renewal	<b>Department</b>	Programmes Department			
<b>Reports to</b>	Country Director	<b>Grade</b>	62,174,400 VND – 72,536,800 VND gross/month			
<b>Career Band</b>	Management					
<b>Background</b>	<p>Aide et Action (AEA) International will soon officially become Action Education (AE) International. AEA (AE) is an international nongovernmental organization 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><b>Our vision:</b> Changing the world through education.</p> <p><b>Our Mission:</b> 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. Aide et Action's staff operate in the spirit of shared decision-making which demands team-work, 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>					
<b>Position Overview</b>	<p>The Head of Program is a senior leadership role responsible for providing strategic direction, technical expertise, and overall management of programs to achieve organizational goals. This position oversees the design, implementation, monitoring, and evaluation of projects, ensuring alignment with the organization's mission, donor requirements, and the needs of target communities. The Head of Program will play a key role in fostering partnerships, promoting innovation, and enhancing the impact and sustainability of the organization's initiatives. As a senior staff in AEA, Head of Programmes will represent AEA in different national and international forums to network and promote the image of AEA and its programmes.</p>					
<b>Core Accountabilities</b>						
<p><b>Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>• Lead the development and implementation of the 2025-2029 country program strategy, ensuring alignment with the organization's global priorities and local contexts;</li> <li>• Identify and respond to emerging opportunities and challenges in line with organizational goals and beneficiary needs;</li> <li>• Provide strategic guidance to ensure programs are evidence-based, innovative, and impactful;</li> </ul>						

- Ensure all staff under supervision have clear performance goals, indicators and development plans which enable them to succeed;
- Ensure that staff members are given opportunities for development and training, as discussed and agreed, and provide support to the capacity building planning for program positions;
- Ensure the effective management of the division's resources (financial, technical and operational) in order to achieve the strategic objectives;
- Proactively lead a team to ensure a high standard of employee engagement;
- Support the compliance with all legislations and the organization's policies and procedures.

### **Program Management and Development**

- Oversee the planning, implementation, and monitoring of all programs to ensure they meet objectives, timelines, and budgets;
- Lead program design and proposal development to secure funding, working closely with the fundraising team and donors;
- Ensure high-quality technical input into program development and delivery across thematic areas;
- Strengthen the organization's capacity in project cycle management, including needs assessments, planning, reporting, and evaluations;
- Assist the Team in preparing high-quality reports to meet with donors' requirements. Facilitates the exchange of learning/experiences across local, national and international contexts, relevant to the country and region;
- Represent AEA externally to ensure our experiences help shape the development agenda and remain abreast of developments in donor and peer agency approaches to development effectiveness;

### **Resources Mobilization**

- Support the development and implementation of Resources Mobilization strategies;
- Lead/co-lead concept note, proposal development for institutional and other major funding agencies, and ensure adherence to specific donor requirements and organizational standards;
- Support in identifying and developing opportunities for emerging and innovative financing, and advise on appropriate strategies and approaches to seize them;

### **Partnerships and Advocacy**

- Build and maintain strategic partnerships with government agencies, INGOs, local NGOs, donors, and community-based organizations;
- Represent the organization in key networks, coalitions, and forums to advocate for program priorities;
- Strengthen relationships with donors and partners to secure resources and increase program visibility.

### **Monitoring, Evaluation, Accountability, and Learning (MEAL)**

- Oversee the development and implementation of MEAL frameworks to assess program performance and impact;
- Promote a culture of learning by documenting and sharing lessons learned, best practices, and innovations;
- Ensure accountability mechanisms are in place to involve and respond to the needs of beneficiaries and stakeholders.

## Compliance and Risk Management

- Ensure programs comply with organizational policies, donor requirements, and national regulations.
- Identify and mitigate risks related to program delivery and sustainability.
- Ensure robust financial management and accountability for program budgets in collaboration with the finance team.

## Team Contribution

- Constructively contribute and collaborate with all colleagues to achieve the organizational goals.
- Deliver high quality work that provides a conducive environment to our operating environment.
- Compile with all legislations and the organization's policies and procedures.

## 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:
  - Dignity
  - Inclusion
  - Integrity
  - Solidarity
  - Transparency and Accountability

## Criteria

Qualification	<ul style="list-style-type: none"><li>• A Master's Degree in Project Management, Social Science, Education, International Development, International Relations or related disciplines;</li><li>• Extensive knowledge of the Vietnamese education system and technical areas relevant to AEA (AE);</li><li>• Education setting, and practice, theory of change, result-based management, project cycle management, measurement of quantitative and qualitative impacts;</li><li>• Ability to develop and link program metrics to program outcomes and to articulate and promote strong monitoring and evaluation systems and procedures;</li><li>• Broad knowledge with key donors including European Union, USAID, AFD, etc.</li></ul>
Experiences	<ul style="list-style-type: none"><li>• At least 8-10 years of experience in program management, including 5 years in a senior leadership role;</li><li>• Proven experience in designing, implementing, and managing multi-sectoral programs in development or humanitarian settings;</li><li>• Demonstrated expertise in proposal development, donor relations, and resource mobilization;</li></ul>

	<ul style="list-style-type: none"> <li>• Proven track record of achieving results and ability to cope with multiple priorities and be able to take initiative;</li> <li>• Prior experiences in a fast-paced global and/or regional organization aiming for results and growth;</li> <li>• Experiences in developing organizational strategies;</li> <li>• Experience in a team-setting of diverse backgrounds working towards a global development.</li> </ul>
<b>Core Competency</b>	<p><b>Advance level in following core competency:</b></p> <ul style="list-style-type: none"> <li>• <b>Leading for Change:</b> Capable of developing strategic shift to adapt to the changing environment that maintains the organization relevant and competitive</li> <li>• <b>Working with People:</b> 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.</li> <li>• <b>Drive for Results:</b> 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 needs and satisfaction of internal and external stakeholders; accept and tackle demanding goals with enthusiasm.</li> <li>• <b>The world's local solution:</b> Upholding AEA (AE) global principles, champion community-driven solution with ability to articulate to link field projects to AEA global approach and vice-versa. Ability to develop the environment that allows the team at all levels engaging in the big picture (vision, mission and strategies) while delivering their daily tasks.</li> <li>• <b>Child Protection:</b> Perform the highest standard to ensure child safeguarding in accordance with our Child Protection Policy.</li> </ul>
<b>Others</b>	Ability to travel domestically and internationally, for no less than 30% and usually not to exceed 40% of total working days per year.

**STARTING DATE:** As soon as possible

**HOW TO APPLY:** The interested candidates who meet the qualifications are invited to send their CV with 3 (three) references and a cover letter to the following address: [hr.vietnam@action-education.org](mailto:hr.vietnam@action-education.org) with the subject title **[AEA (AE)-HoP] Candidate Name.**

**Application Deadline:** **31st January 2026** (The recruitment process may end sooner if we find the suitable candidates).

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