



## Job Announcement of Senior/Program Manager

Our announcement will be closed by 20<sup>th</sup> January 2019

Habitat for Humanity International founded in United States in 1976. Habitat now works in 1,400 communities across the U.S. and in nearly 70 countries and has helped 6.8 million people achieve strength, stability and independence through safe, decent and affordable shelter.

HFH Vietnam has been working in Vietnam since 2001. As of June 2016, HFH Vietnam has enabled more than 13,600 low-income Vietnamese families to improve their living conditions through decent homes, clean water and safe sanitation and post-disaster reconstruction and repairs. In addition, HFH Vietnam has provided training in disaster preparedness, financial education, hygiene practices, and construction skills, among others, to more than 75,800 individuals.

For more details, please visit us: <http://www.habitat.org/> <http://habitatvietnam.org/>

### Our vision

A world where everyone has a decent place to live.

### Our mission

Seeking to put God's love into action Habitat for Humanity brings people together to build homes, communities and hope.

Position:	Senior/Program Manager
Report to:	Program Director
Work Location:	Ho Chi Minh Office and Southern Project Locations
Supervise:	Program Officers and Construction Supervisors
Job Summary	<ul style="list-style-type: none"> <li>• Take lead in designing or expanding, implementing, monitoring and evaluating the programs in their multi-provinces respective region to enable communities to improve their socio-economic and housing conditions.</li> <li>• Manage &amp; develop program team in respective region to effectively deploy and manage HFHV programs</li> </ul>
<b>Key Accountabilities</b>	
1. <b>Contributing to organizational (HfHV) sustainable development</b>	<ul style="list-style-type: none"> <li>• Integrate Habitat for Humanity's vision, mission, goals and values in project design and delivery.</li> <li>• Proactively seek opportunities to expand and/or extend the program throughout the region by identifying housing-related needs in community and in cooperation with related departments for developing program concepts and proposals to be submitted to potential donors.</li> <li>• Proactively report or feedback obstacles/barrier including risk identification in implementing or expanding program, and propose to leadership team improvement needs</li> <li>• Maintain &amp; promote HFHI image and reputation to, and HFHV's interests and principles in working with partners and other stakeholders</li> <li>• Contribute to development/modification of policies and procedures to ensure effective and transparent program implementation towards continuous development of program</li> </ul>
2. Managing programs	<ul style="list-style-type: none"> <li>• Be responsible for overall management of all approved projects in his/her respective region to ensure timely and effective implementation of all</li> </ul>

	<p>project activities.</p> <ul style="list-style-type: none"> <li>• Take accountability in developing &amp; obtaining partnership agreements approvals by proper authorization</li> <li>• Assign, direct and supervise direct reports to effectively &amp; properly implement the designated program activities: <ul style="list-style-type: none"> <li>➢ Manage whole family selection process to ensure fully compliance to HFHV standards and procedure, particularly for support or grant to new houses: taking part in home visits to survey families and/or validating information submitted by assigned staff in the Family Survey Form to ensure they meet the criteria; Communicate to the partners the list of selected families.</li> <li>➢ Design/update/modify and document management tools to enable direct reports managing projects' timeline, resources etc. effectively and compliant</li> <li>➢ Monitor projects' progress, report to supervisor and make adjustment when needed</li> </ul> </li> <li>• Develop and maintain good relations and partnership with other NGOs, MFIs, UN agencies, local government partners and community stakeholders</li> <li>• Provide oversight during volunteer builds with volunteer coordinating team to ensure safety and a positive experience for volunteers and community partners.</li> </ul>
<p>3. Managing cross-functional programs and/or activities</p>	<ul style="list-style-type: none"> <li>• Work with RD&amp;C &amp; other teams to prepare project/program reports on regular basis, information and articles when required for donors and HFHV updates.</li> <li>• In coordination with other HFHV departments, obtain necessary approvals and host visitors to HFHV's projects, including donors, government officials, NGOs and journalist/film crews.</li> <li>• In coordination with VP Manager to develop volunteer opportunities for domestic and international volunteers with project and local partners</li> <li>• In collaboration with Program Support and Innovation team to effectively coordinate project research and development around new program models, taking into account of different views, angles toward HFHV's common objectives of high-quality, affordable and cost-effective housing products and services for families in need of decent housing</li> </ul>
<p>4. Managing people</p>	<ul style="list-style-type: none"> <li>• Work with HR Department to identify and provide skills/ knowledge gaps to direct reports for further development</li> <li>• Annually discuss with direct reports and make agreement on individual development plans</li> <li>• Provide on-going feedback to direct reports and follow up his/her improvement and complete mid-year review and annual performance appraisal timely</li> <li>• Provide motivational supports to direct reports in difficult situation and/or adapting to organizational/departmental changes</li> </ul>
<p>5. Managing budget &amp; compliance</p>	<ul style="list-style-type: none"> <li>• Ensure all Habitat for Humanity related policies, procedures like procurements and payments and donor regulations are appropriately applied and upheld within projects</li> <li>• Ensure project budgets are effectively managed as approved and provide justifications for any differences over 10%.</li> <li>• In coordination with DPME staff, implements the DPME system per HFHV and donor requirements e.g. baseline surveys, monitoring and periodical reporting, evaluations, record of legal documents</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure appropriate filing of all relevant program documents in HCMC region, including but not limited to MoU, Agreement, Contracts, etc</li> <li>• Report any violations of direct reports together with recommended solutions to supervisor, HR &amp; Adm department if any</li> </ul>
<b>Job Requirements</b>	
<b>Minimum education</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in development management, sociology, social work, international relations, international development, housing and urban development planning or any other equivalent degree.</li> <li>• Master's degree in relevant discipline is preferable.</li> </ul>
<b>Technical competencies</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge and skills in community development programs/projects management including development of concepts, budget, approaches and processes</li> <li>• Proven record of experiences in handling sensitive issues with local partners, solving unanticipated issues at communities' projects</li> <li>• Basic knowledge in housing programs</li> <li>• High level of diplomacy skills with a strong focus on networking capability and relationship building with partnered NGOs, local government, multilateral organizations, donors, and other NGOs</li> <li>• Proven capacity to design and facilitate learning events</li> </ul>
<b>Business competencies</b>	<ul style="list-style-type: none"> <li>• Proficient knowledge &amp; skills in using word, excel, powerpoint, email, internet....</li> <li>• Advanced level of managerial &amp; leadership skills</li> <li>• Ability to persuade and negotiate complicated issues in both English and Vietnamese</li> <li>• Business acumen and advanced knowledge of data analysis, reporting and budgeting</li> <li>• Advanced level of critical thinking and decision making</li> <li>• Look forward and innovation</li> <li>• Ability to work in a multi-cultural environment</li> </ul>
<b>Personal traits</b>	<ul style="list-style-type: none"> <li>• Flexible and open-minded</li> <li>• Passion on social works</li> <li>• Standard orientation</li> </ul>
<b>Physical condition</b>	<ul style="list-style-type: none"> <li>• The job requires normal physical condition to visit fields in unfavourable geographic regions/areas.</li> </ul>

Candidates who are Interested in Habitat's Vision and Mission, and qualified for the job are welcome to send us your comprehensive English CV, and cover letter to highlight your interest and capabilities and contact details (including telephone number and email) of 3 references including most recent direct supervisors to [application@habitatvietnam.org](mailto:application@habitatvietnam.org)

According to strict regulations on work permit for foreigner, Habitat for Humanity Vietnam gives equal employment opportunity to Vietnamese qualified candidates.

**Please note that only shortlisted candidates will be notified.**