

VVOB vacancy announcement

Context

VVOB – Education for Development is a Belgium-based organisation that strengthens education systems worldwide. We believe that quality education ensures equal opportunities and leads to a more equitable world for all. Our main objective is to sustainably reinforce the quality, efficiency and effectiveness of education and training by focusing on the professional development of teachers and on effective school leadership.

Currently, VVOB Vietnam is implementing one project within the Early Childhood Education (ECE) sector and two projects in the Primary Education (PE) sector:

1. ECE project “TALK: Preschool Teachers Apply Language-rich Teaching Skills and Knowledge” in Dien Bien, Quang Tri and Gia Lai (01/2022 – 12/2026)
2. PE project “iPLAY: Integrating Play-based Learning Activities among Young learners in Vietnam” in Lai Chau, Ha Giang, Thai Nguyen, Nghe An, Quang Tri, Da Nang, Quang Ngai and Ho Chi Minh City (12/2019 – 11/2023)
3. PE project “BLEND: Blended learning for educators in a network for development” in Thai Nguyen, Quang Tri, Da Nang, Ho Chi Minh City (10/2021 – 03/2023)

VVOB Vietnam has a main office in Da Nang and a project office in Hanoi.

Position

VVOB Vietnam is currently looking for a qualified national candidate as detailed below:

Finance Officer in charge of Procurement in Danang or Hanoi office: This function reports to the Operations Manager and works closely together with all other departments within the Vietnam team and the finance department at Headquarters. This position will:

- carry out the procurement for all projects and follow up on the contract payments and modifications
- coordinate and supervise the procurement guidelines and the correct implementation of all procurement processes in the organisation
- be responsible for informing the management on the status of the procurement system, including critical issues, and you identify areas for improvement in the procurement system and processes
- facilitate continuous improvement, knowledge building and knowledge sharing on procurement
- provide where relevant support to the operations team

Required Skills and Experience:

- Bachelor’s degree in Finance, Business Management or other relevant field or equivalent experience
- In depth understanding of procurement principles and practices
- Excellent computer skills in MS office and affinity with financial analysis software
- Fluent in English both in writing and speaking



Required competencies:

VVOB core competences	Functional competences
<ul style="list-style-type: none"> ✓ Result orientation ✓ Continuous improvement ✓ Cooperation 	<ul style="list-style-type: none"> ✓ Reliability ✓ Accuracy ✓ Planning & Organisation ✓ Problem Analysis & Judgement ✓ Communication Skills

Starting date and working location

Start date is **as soon as possible** in the Danang or Hanoi office, with ad hoc travel to the project provinces.

Contract duration and benefit

The position will have a one-year contract with a possible extension depending on budget availability.

Submission deadline and next steps

The selected candidates will be offered a friendly, dynamic, and creative working environment, a good benefits package including a 13th month salary, social insurance according to the government scheme and additional insurance for staff and family, 30 days of annual leave and professional development opportunities.

VVOB firmly believes that quality education can only be achieved if equity is ensured. Qualities of people prevail, regardless of age, gender, ethnicity, or disability.

To apply please send cover letter and detailed CV in English to:

Recruitment.Vietnam@vvob.org

Subject: Application for the position title

Closing date for submission is **16 Dec 2022 (before 9am)**.

While we thank all applicants for their interest, only shortlisted candidates will be contacted. Shortlisted candidates will take a written test, go through an interview process before a final offer.

VVOB is an Equal Opportunity Employer fully committed to achieving a diverse workforce.

