



Job Opportunity
Operations Manager
Vietnam

Deadline for applications: 31 May 2023

VVOB is an international NGO with programmes and projects in 9 countries worldwide. Our head office is based in Brussels, Belgium.

When you join VVOB, you become a key player in VVOB's mission to ensure quality education as a key enabler for achieving the sustainable development goals. We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. Our teams of national and international experts achieve this by providing technical assistance to governmental and other education actors. In doing so, worldwide we ensure capacity building of governmental and other education actors.

Do you share our ambition to ensure that learners around the world can enjoy their fundamental human right to quality education, without exception? Are you convinced as well that quality education guarantees equal opportunities for everyone and is the key to a better world?

*We are looking for an **Operations Manager** who will operate from our **offices in Vietnam**. Do you want to take on this challenge? Then continue reading!*

VVOB in Vietnam

VVOB has a long history of working in Vietnam since 1992. Our ongoing projects are supporting the Ministry of Education and Training (MOET) through working with Department of Education and Trainings (DOET) with the aim to build capacity development for teachers and school leaders.

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 3 provinces (01/2022 – 12/2026)
2. PE project “iPLAY: Integrating Play-based Learning Activities among Young learners in Vietnam” in 8 provinces with a nationwide roll-out (12/2019 – 11/2023)
3. PE project “BLEND: Blended learning for educators in a network for development” in 4 provinces (10/2021 – 06/2023)

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

Purpose of the function

The ambition of VVOB is to ensure learners around the world enjoy their fundamental human right to quality education, without exception. In striving for that ambition, we place our values ‘engagement’, ‘integrity’, ‘respect’, ‘quality’ and ‘innovation’ central.

As Operations Manager you contribute to this ambition and these values by setting up, managing, executing, monitoring, and optimizing our operational systems and guiding the operations team (Finance, Procurement, HR, Operations) in doing so. As a key member of the management team, you know how to inspire direct reports to grow and change with us and you easily navigate between operations and strategy.

The Operations Manager reports to the Country Programmes Manager. You are part of and working closely with the other members of a country’s management team and you are responsible for the operations department, thus managing all possible direct reports within this department. Furthermore, you work closely together with the operations departments at the Head office.

As Operations Manager you will:

- Maintain, strengthen, and oversee effective systems and procedures for HR management, and manage HR policies and procedures aligned with global VVOB standards and local law.
- Maintain, strengthen, and oversee effective systems and procedures for financial management, reporting and auditing and manage finance policies aligned with global standards and local law.
- Oversee the procurement, logistics and administrative functions ensuring value, efficiency, and compliance of the organisation to local and global policies. You review and manage contracts with suppliers and staff and ensure their compliance with relevant laws and donor rules.
- Provide strong organisational leadership (on-the-job mentoring, coaching, capacity development, change management) for your direct reports and you foster good relationships with and between partners and teams, supporting a positive organisational culture. Lead by example and represent our organisation towards external stakeholders in your field.
- Foster good relationships with and maintain closer collaboration between country office and Head Office (HO) operations teams.
- Perform any other duty assigned by supervisors in line with the position holder’s capacities.

If you're our Operations Manager, your workweek at the office will include the following highlights:



You have a meeting with the country programmes manager, to highlight key requirements of, and start drafting the budget for a multimillion-dollar project we're trying to secure.



You have a discussion with the country team to give an overview of the operational strategy for the year, the result areas per programme and how expenditure rates will be tracked. You draw up an action plan for operational goals per Quadrimester.



You draft up a recruitment plan for new staff including recruitment procedures, contracting, and onboarding and share with the team for inputs.

You log into meetings with potential suppliers to discuss the procurement of a teleconference room for the partner's office and prepare the comparison of quotes with recommendations for your manager's review.

You have a meeting with your accountant to review the expenditures and forecast and you share key analysis with the team.

Does this look like your dream job?

Then read on and check whether your profile matches the job requirements!

Your expertise and experience

- Master's degree in business management, accounting, law, public admin, HR management or related field or equivalent experience.
- At least 5 years of Operational management experience in Finance, Human Resources and procurement, preferably for the international cooperation sector.
- Experience in leading effective teams.
- Good ICT knowledge of Office 365 and spreadsheet skills.
- Language skills: fluent in English

Nationality: Vietnamese national

Location: Da Nang, Vietnam

Matching competences

VVOB core competences:

- Cooperation
- Result Orientation
- Continuous Improvement

Function specific competencies:

- Reliability
- Strong communication skills (verbal and written)
- Giving direction
- Agility
- Vision building

What we are offering:

- A full-time contract until 31/12/2026, with the possibility of extension depending on the availability of donor funding
- This position is subject to funding approval
- A dynamic working environment in an international context
- An exciting job in a growing organisation with varied responsibilities and opportunities for professional development
- A competitive salary and benefits package.
- Reallocation support for successful candidate who is not living in Danang

Join us:

What's next?

Please send your motivation letter and a detailed CV to:
recruitment.vietnam@vjob.org

Subject: Application for the position title

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. Closing date for submission is **31 May 2023** (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 and screening by an external HR assessment centre before receiving a final offer.

We will conduct interviews along this period and will close the vacancy earlier in case we find a suitable candidate.



VVOB – *education for development*

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