**VVOB vacancies announcement**

**Context**
VVOB – Education for Development is a Belgian organization that seeks to contribute to poverty reduction and to a fairer world with increased opportunities for all. Our main objective is to sustainably improve the quality, efficiency and effectiveness of education and training in developing countries. Currently, VVOB Vietnam is implementing 1 programme and three projects:

1. Programme: “Mitigating Preschool Children’s Barriers to Learning in Disadvantaged and Ethnically Diverse Districts” - BAMI in Quang Nam, Quang Ngai, Kon Tum provinces (2018-2021)

**Position**
VVOB Vietnam is currently looking for qualified candidates for 01 Programme Coordinator in charge of Kon Tum province and online learning materials for BAMI programme. The purpose of the function is to provide advice, information and guidance to partners to achieve programme sub-results and results in the framework of the joint partner-VVOB programme. In addition, the Programme Coordinator is responsible for developing the available programme materials into online learning for teachers and school leaders.

**Key responsibilities:**

**Day to day support to the partners of in-charge province:**
- Planning, monitoring and evaluating strategies and activities for in-charge province
- Ensuring alignment and coherence among programme provinces
- Compiling intermediate and annual reports for the in-charge province that contribute to the overall country-programme reporting
- Being the contact person for VVOB partners and colleagues with regard to in-charge province
- Proactively setting up meetings with partners and colleagues to discuss programmatic issues linked to in-charge province
- Ensuring compliance with VVOB’s financial policies and guidelines including adherence with accounting principles and requirements and efficient and responsible use of resources. Taking up a variety of roles in the capacity development process of the partners according to the needs of the partner and particular situations and phases of the project.

**Offer Technical advice, guidance and support to the team:**
- Implementing and supporting effective and relevant contextualized systems and practices directed at early childhood education, tailored to the specific organizational characteristics of the partner;

**Offer Technical advice, guidance and support to the Early Childhood Education manager:**
- Providing technical advice, guidance and support on educational topics for strategic planning at global organizational level and country level;
- Providing technical advice, guidance and support on educational topics for managing and monitoring the project consistent with the specific objective, including exit strategies;
Focal point for the development of online learning materials in view of the programmes’ sustainable contribution to the quality of Early Childhood Education in Vietnam

- Find the suitable solution to turn existing early childhood education materials into online learning tools
- Coordinate the team and technical consultants (if any) to tailor friendly use online learning on developed materials for pre-school teachers and school leaders.

**Required Skills and Experience**

*Essential*

- Bachelor in Human Sciences or equivalent by experience
- 5 years of relevant working experience or other relevant experience
- Knowledge of and / or experience with project management, preferably Project Cycle Management
- Knowledge of Vietnamese early childhood education systems, in particular systems and practices directed at professionalizing school leadership and teachers
- Experience with change management and capacity development processes in the context of educational institutions like in-service providers for teachers and school leaders
- Experience with developing online learning materials

*Desirable:

- Knowledge of and / or experience with equity and gender in education
- Experience with working in a multicultural team
- Experience in development sector or nonprofit sector

**Starting date and working location:**

Start date is 2/5/2020 or as soon as possible thereafter in VVOB’s office in Danang with frequent travel to project provinces.

**Contract duration and benefit:**

The contract will be 2 years and its extension will depend on the budget availability. Selected candidate will be offered a friendly and creative working environment, a good benefit package including the social insurance according to the government scheme and additional insurance for staff and family, 30 days of annual leave and several professional development opportunities.

VVOB is committed to supporting its staff to achieve their maximum potential and will provide opportunities for professional development for the successful candidate, along with an attractive remuneration package.

To apply please send cover letter and detailed CV in English with at least 3 references to: *Mrs. Nguyen Phuong Anh- Deputy Programme Manager, phuonganh.n@vvob.org and Ms. Luu Bao Nam Dung- Administrator, dung.lbn@vvob.org*

Subject: Application for the position title

Please do not send certificates. Closing date for submission is **20 March 2020 (before 9am)**. While we thank all applicants for their interest, only shortlisted candidates will be contacted.

VVOB – Education for Development is an Equal Opportunity Employer fully committed to achieving a diverse workforce.