

VVOB vacancies announcement

Context

VVOB – Education for Development is a Belgian organisation 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”- BAMl in Quang Nam, Quang Ngai, Kon Tum provinces (2018-2021)
2. Project: “GENder-responsive Teaching and Learning in the Early years”- GENTLE in Quang Nam and Quang Ngai provinces (6/2018-5/2021)
3. Project: “Communities of practice Inspiring Teaching Innovations in the early Education System in Vietnam”- CITIES in Danang city (6/2019-5/2020)
4. Project: “iPLAY Vietnam – Integrating Play-based Learning Activities among Young learners in Vietnam” in Lai Chau, Ha Giang, Thai Nguyen, Ha Noi, Quang Tri, Da Nang, Quang Ngai and Ho Chi Minh City (12/2019 – 11/2023)

Position

VVOB Vietnam is currently looking for qualified candidates for **01 Finance and Operation Manager**. The purpose of this function is to lead and support the financial, human resources and administrative functions of VVOB Vietnam. The Finance and Operation manager will lead a team of finance and operations staff located in the VVOB offices in Da Nang and Hanoi. She or he will be responsible for all financial, HR, operational, and administrative aspects of a growing portfolio of VVOB projects and programs in Vietnam. The Finance and Operation Manager reports to the Country Programme Manager (CPM) and works in close collaboration with the Deputy Programme Manager in Danang and Primary Education Manager in Hanoi, and with the Finance advisor, HR advisor at VVOB HQ.

Key responsibilities:

Financial management

- Maintain and strengthen effective systems and procedures for financial management, reporting and auditing for VVOB Vietnam that fit within the broader global organization, is compliant with national legislation and donor regulations;
- Ensure that all finance policies and procedures are documented, aligned with global standards, well communicated to teams and reflecting current practices;
- Guide the budget development process for project/grant proposals;
- Prepare and manage the different project budgets of VVOB Vietnam, and you provide internal and external stakeholders with budgetary information and analysis in user friendly formats;
- Take the lead in initiating and managing procurement procedures;
- Lead in-country internal and external audits when required, including donor compliance audits and pre-awards

Compliance and grant management

- Ensure grants or contracts are well administered and that program and support teams are fully informed of relevant donor compliance regulations and VVOB procedures to support on-track, on-time, and on-budget implementation. You work closely with the grants compliance team at the head-office in Brussels.
- Pro-actively identify compliance risks, strengthen existing procedures and identify and propose solutions to compliance issues
- Take the lead in and respond to requests from donors and HQ regarding grants, contracts, agreements, and other compliance requirements;

- Review contracts, letters of agreements and other contractual documents for accuracy, completeness and compliance and you assist with reviewing project award documents and modifications
- Review expense reports, financial reports, and payment requests prepared by program team members to ensure compliance with donor requirements

HR management

- You maintain and strengthen effective systems and procedures for HR management for VVOB Vietnam, that fit within the broader global organization and is compliant with national employment laws;
- You ensure that all HR policies and procedures are documented, aligned with global standards, well communicated to teams and reflecting current practices;
- You contribute to the success of VVOB today and tomorrow by empowering personal and team growth and actively promoting and supporting a positive organizational culture;
- You provide on-the-job mentoring, coaching and capacity building for all members of the finance, operations and administration team, and you work with the program manager and the support team of VVOB headquarters to develop clear career paths for finance, operations, and administration staff.

Organizational leadership:

- Conceptualize financial and HR systems and policies in function of the broader organizational design and development of VVOB;
- Initiate, steer and support organizational change processes where relevant and keep colleagues informed on and motivated for these change processes;
- Lead by example and build and maintain good relationships with and between teams;

Required Skills and Experience

- At least 5 years of operational management experience at organizations in a mid-senior level position with annual budgets in excess of USD \$1 million;
- A relevant Master's degree (business management, accounting, public administration or related field)
- At least 3 years of experience with international development cooperation and with managing projects and programs of different donors;
- Have experience in leading multicultural teams;
- Fluent in English, with excellent writing and editing skills
- Excellent computer skills in MS Office (Word, Excel, Outlook, PowerPoint)

Starting date and working location:

Start date is 01/08/2020 or as soon as possible thereafter in VVOB's office in Da Nang 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:

VVOB Vietnam | 3 – 5 Nguyen Binh, Hai Chau District, Da Nang City
T • +84 4 3734 4795 | F • +84 4 3734 7290 | vietnam@vvob.be | www.vvob.be/vietnam

**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 **19 June 2020 (before 9am)**. While we thank all applicants for their interest, only shortlisted candidates will be contacted.

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

