

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 two projects 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 – 01/2024 + 02/2024 – 07/2025)

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:

Project Coordinator (IPLAY project) in Ha Noi Office: This function coordinates (no direct management) all the needed resources for IPLAY project (technical and operational). Through the respective line managers, the project coordinator works closely with all the other functional departments in Vietnam and reports to the Education Manager. This position will:

- ensure good project management, including planning, budgeting, monitoring, ... and a timely realisation of key milestones and final project outcomes
- advise, guide, motivate and support colleagues of the project team in their work to contribute to project results
- identify and communicate needed project-related info towards a wide range of stakeholders (partners, donors, internally)
- offer technical advice, guidance, and support to favour capacity development and project results.

Required Skills and Experience:

- Relevant Master’s degree or equivalent experience
- Experience in project coordination and project management (planning, budgeting, monitoring, and report writing), preferably working to strengthen government systems and structures
- Experience with change management and capacity development processes in the context of educational systems
- 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">✓ 360° Empathy✓ Problem Analysis & Judgement✓ Communication Skills✓ Agility✓ Planning & Organisation

Starting date and working location:

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

Contract duration and benefit:

This position will have a contract until 31 July 2025.

Submission deadline and next steps

This position requires an internal and external assessment process. After the internal process which consists of a test and interview, the candidates that qualify and are highest ranked will conduct an external assessment with our HR service provider for recruitment and selection.

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 our Recruitment mailbox at:

Recruitment.Vietnam@vjob.org

Subject: Application for the position title

Closing date for submission is **19 January 2024 (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.