

Job Description

Job Title:	PROJECT OPERATIONS MANAGER		POM
Reports to:	Head of Programme Development	Grade:	PD-07
Financial Approval Responsibilities	Yes, within the budgets as assigned and as per Delegation of Authority Framework (DAF)	Direct Reports:	None
Location:	Head office with travels to the field and internationally as required		
Full time job:	Yes		
Key Relationships to reach solutions:	Internal: Members of PRG, EDO, OPN FIN, CLT, ActionAid International External: ActionAid Vietnam’s Partners, LRPs, community members, Donors, Government Officials, authorities at all levels, Media, Academia, peer NGO/INGOs		

Role Overview:

- The Project Operations Manager (POM) has responsibility in supporting the development and implementation of ActionAid’s programme and projects, focusing on reduction of greenhouse gas (GHG) emissions, community-based disaster preparedness, response, and recovery.
- Working as budget holder of the Local Right Programmes (LRPs) in charge, POM has authority to review and endorse all documents proposed by LRPs (such as planning and budgeting based on the approved fund requests, financial and narrative reports, monitoring, and evaluation reports, etc.). Other authorities are stated in the Delegation of Authority Framework (DAF).

Role Accountabilities:

1. Strategy

- 1.1. Develop new initiatives, projects, and programs on reduction of GHG emission, community-based disaster preparedness, response, and recovery towards achievements of ActionAid Vietnam’s commitments in its prevailing Country Strategy Priorities (CSP).

2. Governance

- 2.1. Thoroughly understand and fully comply with the decision-making processes and accountabilities of the organization.
- 2.2. Actively contribute to building a healthy, transparent, and just governance in ActionAid Vietnam.

3. Fund Raising

- 3.1 Conduct donor scoping on ad hoc and regular basis to identify funding opportunities for follow-up.
- 3.2 Engage consortium partners, develop new projects, write concept notes and proposals, develop budget for new projects to respond to the identified funding opportunities.
- 3.3 Enhance donor relationship through donor services (e.g., donor visits, reporting, networking, and other purposive engagements).

4. Organizational Culture Embrace

- 4.1 Capacity Building

Job Description

- 4.1.1. Conduct needs assessment and deliver capacity building (trainings, inductions, coaching, etc.) for communities, staff, and partners to deliver programs and projects.
- 4.1.2. Collect, translate, compile, and disseminate programme/project guidance, manuals, hand-on experience documents to related stakeholders.
- 4.2 Cultural and Human Resources Management
 - 4.2.1. Performance Management: Adherence to AAVPROFILE (Accountability, Adaptation, Value, Partnership, Respect, Obtain to innovation, Fairness and Justice, Integrity, Leadership without authority, Expertise).
 - 4.2.2. Joint activities for building organizational culture.
 - 4.2.3. Joint actions for capacity building for ActionAid staff and partners.

5. Operations

- 5.1. Programme and Projects
 - 5.1.1. Carry out program/project activities/interventions in accordance with the approved work schedule and budget.
 - 5.1.2. Monitor program and project budgets and expenses, and regularly report to the line manager.
- 5.2. Research and Advocacy
 - 5.2.1 Identify potential issues and related stakeholders for evidence-based advocacy.
 - 5.2.2 Plan and implement communication and advocacy campaigns and events.
 - 5.2.3 Ensure timely release of position statement, policy briefs, research reports, and other essential publications for campaigning and advocacy.
 - 5.2.4 Contribute at least one story of change per month to update ActionAid's website and social media sites.
- 5.3. Partnership Management
 - 5.3.1. Contribute to developing ActionAid's partnership strategy and plans.
 - 5.3.2. Conduct networking and screening to identify partnership opportunity for follow-up.
 - 5.3.3. Follow up with partnership MoU, agreement contract with new and existing partners.
 - 5.3.4. Provide guidance, review, and approve partners' programme concept, proposals, work plans and budget, fund requests, narrative reports, and financial reports.
 - 5.3.5. Conduct regular field level visits to programme areas to provide support and supervision, and guide programme implementation.
- 5.4. Monitoring and Evaluation
 - 5.4.1. Establish and operate monitoring framework, systems, tools, tracking, data consolidation for programs and projects.
 - 5.4.2. Prepare the program/project reports to ensure ActionAid's commitments with donors, partners, government agencies and other related stakeholders.
 - 5.4.3. Consolidate lessons learnt, gaps, good practices for sharing and learning among ActionAid's staff and partners.
- 5.5. Others: Deliver other tasks assigned by line manager.

Person Specification

Job Description

- Education:
 - University degree in social science, marketing, economic development, or relevant fields.
- Experience:
 - Minimum 3 years of experience working on the community development and related fields.
 - Experience of working within a multi-cultural team.
- Essential knowledge and skills:
 - Leadership and management.
 - Fluency in written and spoken English and native/national language.
 - Analytical skills with a strong background in basic research.
 - Networking, influencing and interpersonal.
 - Proposal and concept note writing.
 - Work independently and under pressure.
 - Program/project design and program cycle management.
 - Result-based management and learning.
 - Coordinate and work in diverse circumstances in a culturally appropriate manner.
 - Excellent presentation, communications, and negotiation skills.

This job description covers the main task and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to the organizational needs.

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI's values, which are: Mutual respect, Equity and Justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility and AAVPROFILE (Accountability, Adaptation, Value, Partnership, Respect, Obtain to innovation, Fairness and Justice, Integrity, Leadership without authority, Expertise).

Prepared by
HR Business Partner

Signature

Date:

Approved by
Executive Director

Signature

Date:

Accepted by
Name of Staff

Signature

Date: