

**JOB DESCRIPTION**

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| **Job title** | **Programme Coordinator – GEVEE Programme** | **Office** | **Laos / Vietnam** |
| **Type of employment** | One year – renewable | **Department** | Programme Technical Department |
| **Reports to** | Country Director of Laos and Vietnam | **Functional reports to** | GEVEE Programme Steering Committee |
| **Subordinate** | 1. Finance & Admin Coordinator based in Vietnam and Laos; 2. Project Managers/officers based in Laos and Vietnam |  |  |
| **Career Band** | Professional staff | **Grade** | D2 |
| **Background** | Aide et Action International to become **Action Education** is an international association for development through education, has been ensuring access to quality education for the most vulnerable and marginalized populations, especially children, girls and women, so that they can all control their own development and contribute to a more peaceful and sustainable world.  We promote lifelong learning because access to quality education helps to fight poverty and disease, limit climate change and build peace in a sustainable world. We focus on early childhood care and education, access to and quality of education at primary and secondary levels, as well as vocational training and social inclusion. Based on the values of dignity, inclusion and integrity, as well as on the principles of transparency, accountability and solidarity, we are running 91 projects in 20 countries in Africa, Asia and Europe - including France - for more than 1.5 million people.  **Our Vision**: Education is a fundamental right. Action Education defends the right to quality education for all and works to ensure that this right is respected in all the countries where it operates. Free, inclusive and quality education is a fundamental, compulsory and non-negotiable right for all children and adults worldwide.  **Gender Equality through Vocational and Entrepreneurship Education (GEVEE) is** a unique cross-cultural initiative which will address gender inequalities in **Laos and Vietnam** and promote the empowerment of young women through economic opportunity, and advocacy for changing perception. **GEVEE** responds to the stated needs of these **two countries** to achieve gender equity within every facet of their societies. The project will work with local government actors, private sector, and CSOs specializing in gender, local economic development, and multi-stakeholder dialogue to bring about these changes with the co-financing by **the Aide et Action International and Agence Française de Dévelopement (AFD).**  The project will capitalize on current successful initiatives led by AEA and partners in two countries, utilize learning from other gender projects, and will benefit from expertise in gender, and local economic development of two-implementing partners, Phase I will set the foundation for an eventual **EGFPE.** Phase II and will contribute to the blueprint for AEA to integrate gender into its regional projects and programmes. | | |
| **Position Overview** | The Programme Manager’s primary function will be to maintain oversight and ensure completion of a multi-countries project. The incumbent provides hands-on technical programing, supporting country programmes to problem-solve in the areas of programme implementation, coordinating and managing regional activities as part of the programme, monitoring and evaluation, **communications and reporting.**  He will provide regular support to **GEEVE** team members through frequent remote engagement and field visits, working with project staff to assess field conditions, support capacity strengthening, facilitate partnership building and take initiatives to support the achievement of the overall objective of the project.  The Programme Coordinator reports to the **Country Director and Programme Steering Committee.** | | |
| **Core Accountabilities** | | | |
| **Leadership and Collaboration**   * Provides leading in achieving a high standard in the two countries programme policies and procedures, values, and leadership. * Serves as a critical member of the programme team to ensure strategic leadership together with the respective team members and partners. * Supports the effective management of the division’s resources (financial, technical, and operational) in order to achieve the strategic objectives. * Supports compliance with all legislation and the organization’s policies and procedures. * Provide direct technical assistance and guidance on women’s economic empowerment to the programme and its delivery partners. * Support the development of tools, systems, processes and approaches that continuously improve technical excellence and impact in the area of transformative approaches to women’s economic empowerment. * Lead, coordinate, support, and/or conduct gender and power analyses, effectiveness and efficacy studies, appraisal, evaluation and needs assessments as required by the programme. * Assist with quantitative/qualitative assessments in targeted communities to assess effectiveness of interventions and impact. * Support delivery partners to understand the role of gender equality and women’s economic empowerment for the programme impact groups. * Ensure gender equality and women’s economic empowerment criteria are well integrated into market-systems approaches. * Supervise other technical specialists in the two countries to integrate gender across all programme components. * Facilitate and support a cross learning and knowledge between Laos and Vietnam. * Represent work being done in gender-transformation and women’s economic empowerment under the programme in relevant internal and external forums. * Ensure alignment of EU & other funding sources that are used as co-funding for GEVEE project, including the supervision and provision of guidance to Programme/Project Officer and Managers in each country. * Be responsible for all aspects in relation to development, planning, implementation, reporting, financial management and administration of the GEVEE project, in collaboration with the two partners in Laos and Vietnam.   **Programme Implementation**   * Takes leadership in the establishment and support of the functionalities of the gender-responsive education, promote women’s economic empowerment. * Liaise with Country Programme Managers and Country Directors continually to ensure that the project is progressing in a timely manner and proactively identify any issues. * Develops relationships and partnerships and negotiates with partners as well as government and donors for existing and future programme development opportunities within the country to improve quality of life and contribute to environmental conservation. * Lead and assists the team in preparing high-quality reports to meet donors’ and investors’ requirements. * Create synergies with other public/private sector actors to ensure networking and collaboration and effective dialogue for policy change. * Facilitate and build the capacity of project teams, partners and target groups for effective project implementation. * Oversee budget management and budget spending at both the regional and country levels. * Arrange exchange visits, sharing workshops, regional trainings and conferences, closing workshop. * Oversee the recruitment of consultants to ensure quality of related activities. * Ensure advocacy activities are conducted as part of this project. * Conduct timely project-close out activities including project evaluation and financial audit. * Continue to liaise and update with the donor and inform throughout the project lifecycle.   **Programme Quality and Effectiveness**   * Develops project monitoring tool and tracking to see the work progresses toward indicators. * Provide EGEEVE teams with technical and problem-solving support to ensure achievement of programme objectives. * Supports the documentation and communication of best practices that are coherent with the strategy, policy, systems & processes. * Represents the programme team to ensure our experiences help shape the development agenda and remain abreast of developments in donor and peer agency approaches to development effectiveness.   **Team Contribution**   * Constructively contributes and collaborates with all colleagues to achieve AEAI’s organizational goals * Deliver high quality work that provides a conducive environment to our operations. * Comply with all legislation and the organization’s policies and procedures.   **Values and Behaviour**   * Promote and be a role model to support organizational culture, growth, performance and image; * Actively supports the organization commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO); * Actively demonstrates the organizational values and Principles: * **Dignity** * **Inclusion** * **Integrity** * **Solidarity** * **Transparency and Accountability** | | | |
| **Criteria** | | | |
| **Qualification** | * Master’s degree (or equivalent) in social sciences, international studies, or a related field with a focus on gender. * Minimum of 10 years’ experience in development sector (NGOs, CSO), with at least 5 years’ experience with women’s economic empowerment, and/or gender/social inclusion related job. * Good experience in project management, advocacy and knowledge management. * Good understanding of business and private sector. * Working knowledge of the Southeast Asia region and technical areas relevant to AEA. * Extensive knowledge of institutional donor policies and guidelines, with demonstrated experience working with and adhering to guidelines of AFD, EU and other major donors. * Good command of English and French is an asset. | | |
| **Experiences and Skills** | * Outstanding interpersonal skills with the ability to work with multiple teams and effectively influence / engage at the executive level. * Advanced writing, editing, negotiation, and presentation skills. * Strong quantitative and qualitative skills, including the ability to analyze and synthesize information for programmatic decision-making. * Experienced networker with excellent presentation, communication and negotiation skills, and ability to develop strategic partnerships for enhanced funding. | | |
| **Core Competencies** | **Possess intermediate level in following core competency:**   * **Leading for Change:** Capable of developing strategic shifts to adapt to the changing environment that keep the organization relevant and competitive. * **Working with People**: Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well. * **Communicating Effectively**: Effectively shares information among others to reach a common understanding, to allow informed decision-making and as a basis for coordination as well as quick and effective performance across the organization. * **Drive for Results**: Sets high standards for quality of work in the project work plan; monitors and maintains quality of work; works in a systematic, methodical and orderly way; consistently achieves project goals; focuses on the needs and satisfaction of internal and external stakeholders; accepts and tackles demanding goals with enthusiasm. * **Child Projection:** Perform the highest standard to ensure child safeguarding in according with our Child Projection Policy. | | |
| **Others** | * Solid knowledge of education settings and practices, theory of change, result-based management, project-cycle management, measurement of quantitative and qualitative impacts. * Ability to develop and link program metrics to program outcomes and to articulate and promote strong monitoring and evaluation systems and procedures. * A management style that is outcome-oriented, flexible and respects the capabilities and independence of staff, while providing them with a clear sense of direction. * Prior success working closely with and building relationships with staff, partnerships, and institutional donors. * Prior success working closely and building relationships with diverse groups of people. * Ability to travel locally, regionally and internationally; | | |

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