

Information for Applicants – Investing in Women (IW)

Position Title:	Country Manager, Vietnam
Position Location:	Hanoi, Vietnam
Position Type:	Contractor, to June 2019
Estimated Start Date:	September 2017
Application Closing Date:	8am AEST Tuesday 29 August 2017

Overview

Thank you for your interest in the position of Country Manager, Vietnam with Investing in Women (IW) program, as managed by Abt Associates on behalf of the Australian Department of Foreign Affairs and Trade (DFAT).

This document includes information on the following:

1. Program Overview;
2. Application process;
3. Terms of Reference;
4. Key Selection Criteria; and
5. Introduction to Abt Associates.

Please read this document carefully as applications that vary from the specified requirements may not be accepted.

Program Overview

Investing in Women was initiated in 2016 by the Australian Government to catalyse inclusive economic growth and poverty reduction in South East Asia. Investing in Women is being implemented in the Philippines, Indonesia, Vietnam and Myanmar, the program's head office located in Manila.

The program's goals are to:

1. More businesses achieve gender equality in their workplace
2. Impact investing in women's SMEs has increased
3. National counterparts take steps towards removing barriers to women's economic empowerment
4. Public attitudes are more supportive of women's economic empowerment

For more information see www.investinginwomen.asia.

Preparing Your Application

Please read the following information carefully as incomplete applications may not be accepted.

To submit an application:

1. Prepare an electronic version of your CV (word or PDF);
2. Prepare a statement addressing the key selection criteria (max. 3 pages);
3. Ensure you have the details of at least 3 professional referees (preferably your current supervisor and 2 previous supervisors);
4. Visit the Abt Associates website (www.abtassociates.com.au) and navigate to the 'Careers' section.
5. Locate the position you are applying for and select 'Job Details'.
6. Details of at least 3 professional referees (preferably your current supervisor and 2 previous supervisors). Click on the 'Apply Online' button and follow the prompts.

Abt Associates is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, gender, age or physical ability. We are especially interested in candidates who can contribute to our program's diversity and long-term outcomes.

Abt Associates is responsive to the needs of working families. Job share and flexible work arrangements can be discussed and considered for the preferred candidate.

Other Points to Consider:

1. If you are successful in being short-listed or are selected for this position you may be required to undertake a police check, psychometric test and/or a medical examination, and any other tests or checks deemed necessary.

Lodging Your Application:

All applications should be submitted online through our website at:
www.abtassociates.com.au.

The closing date for applications is 8am AEST Tuesday 29 August 2017.

We welcome and thank all applications, however only shortlisted applicants will be contacted.

Terms of Reference – Country Manager, Vietnam

Position Title:	Country Manager, Vietnam
Job Level:	Contractor
Location:	Hanoi, Vietnam, with travel to Ho Chi Minh City, some provinces to assist workshops, and SE Asia
Reporting To:	Strategic Implementation Senior Program Manager in Manila
Abt Associates Values:	<p>The incumbent must demonstrate a high level of commitment to following values of Abt Associates:</p> <p>Mission-Driven. We are united by our mission to improve the lives of people worldwide.</p> <p>Global. We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.</p> <p>Committed to Excellence. We strive to meet and exceed the highest professional standards.</p> <p>Collaborative. We know that working collaboratively produces excellence.</p> <p>Accountable. We take responsibility for what we do and how we do it.</p> <p>Balanced. We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.</p>
Duty Statement:	Coordinate and support the implementation of Investing in Women (IW) program in Vietnam by providing responsive, on-the-ground service to internal and external stakeholders.

Specific Duties:	<ul style="list-style-type: none"> • Support the CEO and the IW team in liaising with the Australian Embassy in Vietnam; • Maintain strong relationships with the personnel at Australian Embassy in Hanoi, the Consulate in HCM City and their partner agencies, and provide them with effective, efficient, and responsive program support, including briefings to Embassy staff; • Coordinate all IW activities in Vietnam, including the provision of logistical coordination and support, in collaboration with the DFAT Gender Specialist responsible for IW; • Ensure the IW team is well networked with key stakeholders and informed of issues, research and developments in Vietnam, and key stakeholders are kept well informed of the program's development; • Support the IW Business Partnerships Director to establish and support a Vietnam business coalition which will be formed as a social enterprise; support may include researching potential member companies, obtaining meetings with senior private sector representatives and assisting the adaptation of gender equality tools as needed; • Support the IW Impact Investing Director, as required, in planning and delivering activities aimed at effecting change towards women in business by incentivising, through financial and other support, a small number of impact investors operating in the region to focus investments on women-led SMEs; • Working with the Australian Embassy in Vietnam, support the IW Government Partnerships Director to work with MOLISA, UN Women and other partners for the gender-transformative reform of the Labour Code; support may include engaging with MOLISA and UN Women on the Gender Impact Assessment (GIA) exercise and on further activities related to Labour Code reform for gender equality; • Support the IW Advocacy and Communications Director in the implementation of advocacy and communications activities; • Work closely with the IW Monitoring, Evaluation and Learning (MEL) Unit to support MEL activities; • Build and maintain contacts with Vietnamese research and policy institutes to build the program's gender expertise and knowledge; • Support the preparation of IW country level activity planning and reporting; • Act as the program's English / Vietnamese interpreter and translator especially during meetings with Government of Vietnam Ministries; and, • Other duties as directed consistent with the objectives of the position.
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<p>Core Competencies:</p>	<ul style="list-style-type: none"> • Delivers Results; • Builds Internal and External Customer Satisfaction and Loyalty; • Develops People; • Communicates; • Sets Vision and Direction; • Demonstrates Sound Financial and Business-Related Practices; • Builds Teams and Cooperation; • Promotes Technical Excellence and Quality; • Promotes Diversity; • Acts as a Role Model; and, • Shows initiative and works with minimum supervision
<p>Key Requirements:</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Relevant tertiary qualifications, for example in Gender Equality, Development, Governance, Social Equality, Business, Communications, Human Resources, or other relevant field • Demonstrated senior-level experience (at least 7 years) working on large and complex programs in an international development context • A good understanding of Vietnam's political and economic context • High level of familiarity with the project management framework including on monitoring and evaluation and program delivery mechanisms • Strong relationship-building, networking, and representational experience, preferably in the aid and development and / or private sector in Vietnam • Excellent communication skills both written and verbal with demonstrated ability to write briefings, technical papers, and plans. Proficiency in English and Vietnamese languages • High calibre organizational skills to deliver results independently • Possess pre-existing residency and work permit for Vietnam <p><u>Desired</u></p> <ul style="list-style-type: none"> • Demonstrated experience working and managing effectively across cultures both as a leader and as a team member • Experience working in the private sector and with relevant Government of Vietnam Ministries • Computer literate • Understanding of Australian Government aid policy and objectives

	<ul style="list-style-type: none"> Broad understanding of women's economic empowerment issues
Key Deliverables	<ul style="list-style-type: none"> Key deliverables to be agreed upon in a work plan during initial months.

Key Selection Criteria

For your application to be considered by the panel, interested applicants must submit a statement of claims of no more than 5 pages addressing each of the following Key Selection Criteria:

KSC 1. Knowledge of broad development issues and appreciation of Vietnam's country context especially on issues relating to women's economic empowerment, private sector dynamics, and governance.

KSC 2. Highly developed networking and relationship building skills ideally across development, private sector, and academic sectors in Vietnam with experience operating both as a leader or member in a cross-cultural setting

KSC 3. High calibre organizational skills to deliver results independently including strong familiarity with project management framework.

KSC 4. Demonstrated experience working at mid or senior level positions for large-value and complex programs either within an international development environment or a private sector context.

If no response to the above Key Selection Criteria is made, applications may not be considered further.

About Abt Associates

Abt Associates is the managing implementation contractor of Investing in Women and the organisation through which this role will be contracted on a contractual basis.

Abt Associates is a recognised leader in the international development sector. Working with our many partners, Abt Associates implements bold innovative solutions to improve the lives of the community and deliver valued outcomes for our clients. We provide a comprehensive range of services from policy to service delivery in the public and private sectors contributing to long term benefits for clients and communities. Operating in remote and challenging environments, we offer innovative solutions, extensive experience in the region, strong technical capacity, and a proven project management track record. We are committed to gender equity in our employment strategies and encourage applications from capable women. Abt Associates is a child safe organisation and promotes the safety, wellbeing and inclusion of all children.

For more information about our company and what we do visit our website at www.abtassociates.com.au.