

TERMS OF REFERENCE

MATERNAL LEAVE SUBSTITUTE PROJECT MANAGER POSITION

ABOUT ROSA-LUXEMBURG-STIFTUNG

The Rosa-Luxemburg-Stiftung (RLS) is an internationally operating non-profit institution that has become a provider of political education and a center for progressive social research in both Germany and throughout the world. It is part of a transnational, progressive and solidary network striving for democratic and social participation and empowerment. RLS works within the tradition of workers' and womens' movements and is affiliated with the German political party "The Left/ Die Linke".

Rosa-Luxemburg-Stiftung Southeast Asia (RLS SEA) embraces the mission of supporting transformation countries, such as Cambodia, Laos, Myanmar and Vietnam to a socially just, sustainable, participatory and democratic society. The RLS SEA Regional Representative Office has been opened in April 2009 in Hanoi and is currently cooperating with approximately 15 partner organizations such as academic institutions and universities, non-government-organizations (NGOs) and government institutions as well as with parliaments. RLS SEA's activities and partnerships focus on a variety of issues under three major themes, i.e. "program components" such as "social justice", "socio-ecological transformation" and "participatory politics".

Position Job Description

The Project Manager is responsible for supporting the RLS Representative Office in Vietnam (RLS SEA) in developing the implementation of the RLS SEA regional program. The Project Manager supports planning, monitoring and evaluation processes (including knowledge management, reporting and proposal writing) required by RLS SEA and the donor(s). S/he assists and reports to the Director and line-project manager and collaborates with the other project managers of RLS SEA. S/he works in close contact with all staff of the RLS office and the RLS headquarters in Germany. The Project Manager will execute the following responsibilities and tasks:

1. **Responsible for smooth and effective operational management of project activities** and closely works with partners to ensure the project activities are implemented as planned and the quality of all project documents (like progress reports, participant lists or project outputs) are followed in RLS standards and regulations.
2. **Responsible for ensuring correct, complete and transparent financial administration of the project** and collects and maintains financial documents and files properly.
3. **Responsible for building and maintaining effective partner and stakeholder relations** and creates friendly and trustful partnerships with RLS' cooperation partners and other partners, seeks advice of the director in case of problems / challenges.
4. **Responsible for all written project communication and documentation in line with RLS knowledge management system** and contributes to writing program proposals, concept notes, terms of references and reports in collaboration with the RLS SEA project team and partner organisations, as well as project, event and fieldtrip reports in English language. S/he provides verbal and written translations of project related information into English language.
5. **Responsible for proactively and timely supporting the RLS management whenever the need arises** and s/he will conduct business trips in the region and beyond if required.

Reporting Lines

Reports to: RLS SEA Director
Is substitute for: Project managers of RLS Southeast Asia
Will be substituted by: Project managers of RLS Southeast Asia

Qualifications, skills and competencies

Professional qualifications

- Bachelor, or Master Degree is an asset, from an international university in Southeast Asian Studies, Political Sciences, Social Sciences, Public Administration, Project Management, Business Administration, Development Studies or similar field;
- At least 2 years of practical project experience in project management and financial administration in Southeast Asia;
- Professional experiences in project and event management as well as planning, monitoring and evaluation procedures and managing budgets;
- Professional experience in a German Political Foundation and/or another organization operating with funds from the German Federal Ministry for Economic and Development Cooperation (BMZ) is an asset.

Skills and Competences

- Demonstrated project management knowledge and skill, including project planning, implementation and monitoring
- Solid knowledge and skill in financial project management;
- Profound knowledge of German and Southeast domestic and international politics is an added advantage, familiarity with political progressive approaches is a prerequisite;
- Excellent English speaking, reading and writing skills.
- Demonstrated skill in analytical paper and article writing in English language;
- Excellent interpersonal communication skills and demonstrated ability to communicate difficult/sensitive information tactfully;
- Possess excellent intercultural communication skills;
- Excellent skills in using MS Word, Excel, Power Point and Outlook;
- Well-developed presentation skills;
- Team-oriented: ability and motivation to effectively collaborate with other through Skype as well as face-to-face, find solutions and share successes with colleagues and partners.

Additional information regarding the position

This position will be based in Hanoi office and involves frequent to travel to Lao. It is substituted for a maternal leave position and the estimated duration for this position is from 15 November 2017 to 15 July 2018.

Application

RLS would like to invite interested candidates to submit their application following international standards in English language including:

- CV;
- A motivation letter including salary expectation.

Application deadline: 20 October 2017!

Please be informed that only written and complete application packages like described above meeting all above mentioned requirements will be considered and invited for interview, which will take place on **24/25 October**.

Please submit your application to Mrs. Nguyen Le Hang (RLS SEA Office Manager) via the e-mail address: nguyen.lehang@rosalux.org

Inquiries are only accepted before the application deadline. Please refrain from phone inquiries. Only short-listed candidates will be contacted!