



Position Description

Deputy Director - Programs

September 2018

The Deputy Director - Programs position is a leadership position for an entrepreneurial and experienced leader and reports directly to the Managing Director of Pacific Links Foundation (PALS). The Deputy Director - Programs is the leader responsible for implementation, monitoring and reporting of the program portfolio that s/he oversees. The ideal candidate thinks broadly and strategically and is also detail-oriented and organized to inspire and train the team.

This position is a **local** (not expat), **contract** position to end in June 2020, with option to renew pending funding, and to be based initially in Long Xuyen, An Giang Province.

Deadline to apply: October 31, 2018

Key Responsibilities

- Oversee the documentation and reporting of program implementation, databases, preparation, and submission of periodic and final program reports
- Produce annual planning documents with budget, goals, deliverables for programs
- Design programs to respond to funding opportunities
- Fine-tune program activities/set up to deliver on commitments
- Set up workflows for program implementation, record keeping, and financial controls
- Support the liaising and negotiating partnerships with counterparts for smooth program implementation
- Organize logistics to support and train the corps of volunteers to support program activities
- Support the monitoring and evaluation of program effectiveness
- Implement performance reviews, training plan for team members for operation consistency in standards/protocols
- Be an integral part of the fundraising and advocacy team

Qualifications

- Prior experience and strong commitment on advocacy work for women's rights and intervention for women in crisis programs including empowerment and capacity building activities
- Excellent leadership and entrepreneurial spirit; can-do attitude
- Ability to supervise, coach, recruit, and retain team members and volunteers
- Ability to travel overseas
- Ability to set priority when facing competing deadlines and hardworking teammates
- Willingness to work the hours necessary to get the job done to provide timely support to the team, including weekends and holidays
- Proven track record of establishing and maintaining effective relationships with funders
- Minimum of 10 years of working experience, 5 years of nonprofit/NGO experience at the management level
- B.A. or higher in International Development, business administration, accounting, social work, or a related field
- Excellent oral and written communication skills in both Vietnamese and English
- Excellent data management skills including MS Office, Access, Excel, Salesforce, etc.
- Experience in the corporate/business sector
- Ability to inspire trust and compel compliance
- Ability to travel frequently and to endure tough travel conditions within the region for field work and to promote PALS
- Women are encouraged to apply

Benefits & Compensation

- Compensation commensurate with experience
- Support to attend training programs as part of staff development
- Accommodations in Long Xuyen, An Giang

About Pacific Links Foundation

Pacific Links Foundation (PALS or in Vietnamese, *Vòng Tay Thái Bình*) is a US-based 501(c)(3) public charity whose mission is to support the sustainable development of Vietnamese communities and the enrichment of their cultural heritage. Our team believes that women empowerment is a solid solution to end human trafficking. We are a hard working team and all team members are donors of and tremendous advocates for our organization. PALS is a volunteer-based organization with a working board of directors. More info about Pacific Links Foundation at www.pacificlinks.org

PALS reserves the right to perform a criminal background check on current or prospective employees with the purpose of upholding the Child Protection and Vulnerable Adult Protection Policies.

Please send your resume and cover letter describing your qualifications and fit to jobs@pacificlinks.org

Subject/Title of email MUST include: **“Deputy Director-Programs Position”**