

ROLE PURPOSE

Role Title: Program Manager

Division: Global Programs

Location: Da Nang, Viet Nam

Date: September 2026

Employment type: Full time, Permanent with flexible work arrangement

Reports to: Country Manager

Number of direct reports: N/A

Leadership Band: Leads Others

Purpose of the role:

The **Program Manager** provides management, operational oversight, and budget control for an assigned portfolio of projects and partner relationships. Reporting to the Country Manager, the role translates project concepts into compliant Project Design Documents for execution. The Program Manager line-manages Senior Program Coordinators and Program Coordinators, ensuring that assigned projects achieve quality metrics, satisfy grant conditions, and contribute to portfolio objectives under the Viet Nam Country Strategy.

The Program Manager owns the outcomes of, but not limited to:

1. Program Cycle Management

- Oversee the planning, management, and quality assurance of assigned sub-portfolios and projects to ensure outcomes align with annual work plans and donor agreements;
- Develop project implementation plans, concept briefs, and procurement schedules for assigned projects, with involvement from team members and MERL focal point;
- Monitor regular project data updating into the systems (e.g., Accelerator, SharePoint), ensuring accurate tracking across assigned projects;
- Coordinate with the MERL focal point to oversee monitoring frameworks across assigned projects, ensuring field learnings are applied to project delivery;
- Coordinate with relevant technical advisors to obtain necessary technical inputs to strengthen project design and implementation, ensuring prompt updates are provided to line manager;
- Review, consolidate, and quality-check narrative and progress reports generated by project staff for assigned grants, ensuring high accuracy prior to escalation to the line manager.

2. Budgeting & Financial Governance

- Lead the preparation, consolidation, and tracking of annual budgets and quarterly financial forecasts for the assigned projects in accordance with organisational regulations;
- Oversee budget utilisation and grant expenditure across assigned projects, ensuring financial compliance with donor requirements and local laws;
- Monitor financial reporting submissions from project teams and partners, reviewing variance reports to prevent under/over-spending.

3. Resource Management & Proposal Development

- Maintain operational oversight on grant usage within assigned portfolios, ensuring donor funds are used efficiently and compliantly;
- Support the Country Manager in resource mobilisation by providing technical data, field evidence, and project concepts for new pipeline development.

4. Partner Management & Advocacy

- Maintain strong, strategic operational relationships with assigned project implementing partners, government departments, and local health authorities.
- Support partner capacity building and governance oversight to ensure alignment with project plans, budgets, and compliance standards.

- Represent The Foundation's program work at provincial/regional levels and advocate for eye health priorities in alignment with organisational agendas.

5. Leadership & Team Line Management

- Role Model to a high standard The Foundation's policies and procedures, values and leadership standards;
- Proactively contribute to deployment of Viet Nam's five-year country strategy;
- Provide formal line management, coaching, and direction to assigned Senior Program Coordinators and Program Coordinators;
- Set clear performance goals, conduct regular reviews, and support individual development plans for direct reports;
- Drive a culture of accountability, collaboration, and high engagement across the assigned project team.

Our Capabilities:

As a member of The Foundation Family, you will:



1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute to all interactions.

Essential Experience:

- Over 10 years' experience in the NGO sector managing complex programs in public health or development; with exposure to eye health programming.
- Excellent project management skills, including working with partners and stakeholders for implementing, monitoring and evaluation.
- Good knowledge of the context of Vietnam's education and health system.
- Clear understanding of the political, economic, social and environmental issues and trends.

Skills:

- Excellent communication skills, including fluency in written and spoken English and Vietnamese. In particular, must have a strong command of written English to prepare project reports and write proposals.
- Excellent interpersonal skills with the ability to manage a wide variety of relationships utilising collaborative consultation, communication and negotiation skills.
- Strong skills in coaching and providing feedback conceptual, analytical and problem-solving skills.
- Strong conceptual and analytical skills to be able to develop new initiatives, identify critical issues, build capacity and standardise processes.
- Supportive and encouraging management style, with demonstrated track record managing the performance and development of a small team of staff.

Desirable Experience:

- Demonstrated capacity to work effectively in cross-cultural/mixed language environments.
- Proven ability to influence and work with partners and stakeholders.

Qualifications:

Bachelor's or master's degrees in a relevant field (Social Development, Public Health)

The position involves:

This position involves "Working with children", either directly or indirectly.
This position involves working with beneficiaries, donors, and/or partners.

Travel:

Domestic (frequently),
Or International (when required)

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work in Viet Nam and other regions where you will be based.
- Undergo background checks, including criminal records and qualifications checks.
- Undergo working with children check for positions that are identified as working with children.