

JOB TITLE

Project Manager (part time)

REPORTS TO

General Director

POSITIONS REPORTING TO THIS ONE

Project Support Staff, Volunteers

Overview

Responsible for the direction, coordination, implementation, control and completion of project, while remaining aligned with strategy, commitments and goals of Keep Hanoi Clean.

Responsibilities

- Plan projects
 - Define project scope, goals and deliverables
 - Define tasks and required resources
 - Collect and manage project team
 - Manage budget & allocate project resources
 - Create schedule and project timeline
- Implement projects
 - Support and direct team
 - Lead quality assurance
 - Track deliverables
 - Monitor project progress and report on problems & solutions
 - Implement and manage change when necessary
- Evaluate and assess result of projects

Requirements

- Excellent English and Vietnamese language skills - written and verbal
- At least 2 years proven working experience in project management
- Solid organizational skills including attention to detail and multitasking skills
- Critical thinking and problem solving
- Strong working knowledge of Microsoft Office
- Project Management Professional (PMP) / PRINCE II certification is a plus
- Bachelor's Degree in appropriate field of study or equivalent work experience
- Committed availability for monthly and special events
- Up to 50% travel time mainly in the province of Hanoi (urban wards and rural communes), project activity dependent
- Work location: KHC Office (587 Lac Long Quan, Hanoi) and volunteer project sites

KPIs

- Detailed project plan writing
- Effective stakeholder management
- Effective and regular communications
- Timely delivery of projects

Job Details:

- Part time, 20 hours per week
- Flex-time, may include both weekdays and weekends depending on event activities



- 30% local travel (for stakeholder meetings primarily)
- Location: KHC Office, located at 587 Lac Long Quan, Hanoi, and volunteer project sites

Compensation

- Volunteer to start with transition to paid
- Salary is negotiable but KHC is committed to paying a living wage