



# JOB ANNOUNCEMENT

## Country Director

24 April 2008

[www.eastmeetswest.org](http://www.eastmeetswest.org)

### Organizational Overview

The East Meets West Foundation (EMW) is "the foundation for learning, healing and health."

EMW's work reflects the belief that every person should have access to clean water, proper medical treatment and a decent education. Without these fundamental elements of a good life, children cannot thrive and adults cannot be fully productive members of society. Founded in 1988, EMW has a 20-year track record of innovative and effective work in Vietnam and a vast portfolio of completed projects. EMW projects and programs are known for their high quality, long-term sustainability, emphasis on results, and significant scale.

### Mission Statement

The East Meets West Foundation transforms the health, education and communities of disadvantaged people in Southeast Asia by building partnerships, developing opportunities and creating sustainable solutions.

### Country Director Overview

Territory: Vietnam

Location: Hanoi, Vietnam

Reports to: Executive Director

Supervises: Approx. 80 staff members in six or more Project Offices in northern and central Vietnam. Annual program budget approximately \$20 million, with \$15 million per year spent on infrastructure construction.

**Main duties:** The Country Director is responsible for the supervision, development and management of all the programs and projects of the East Meets West Foundation in Vietnam, including the following:

- A. Manage the EMW Project Offices in Vietnam, supervise, evaluate staff performance, and oversee fiscal management and planning, manage office staff and volunteers;
- B. Oversee deployment and implementation of all programs in four core areas:
  - Clean Water and Sanitation
  - Education
  - Pediatric Health, and
  - Infrastructure Construction;
- C. Work closely with new program development team to initiate and expand programs;
- D. Supervise development of annual workplans for all programs and projects, including annual budgets;
- E. Maintain and enhance positive working environment, including adherence to EMW Code of Ethics, fostering good staff relationships, professional behavior and creative problem-solving;
- F. Organize regular full-staff and senior-staff meetings, including setting agenda, facilitating meetings and training other staff to run effective meetings;
- G. Ensure compliance with donor requirements, including reporting, donor visits, monitoring and evaluation;
- H. Make or authorize all decisions concerning projects, expenditures, personnel and manage budget compliance;
- I. Serve as liaison to various government and non-governmental (NGO) agencies and coordinate cooperative activities with other NGOs and local and national governmental agencies.
- J. Provide reports to the EMW Oakland, CA headquarters office to assist in strategic planning for programs and funding, including identifying the needs and potential needs for developing projects;
- K. Develop project and program objectives, formulate plans of action and annual budget for project and program implementation;

- L. Prepare and submit financial reports as required or requested to EMW Oakland, CA office, donors, funding agencies and Vietnamese governmental agencies.

**Qualifications:**

- Advanced degree in international development, health care, public administration, engineering or a related field is preferred.
- Substantial overseas experience in international development, including experience managing a multidisciplinary team in a developing country is required.
- Demonstrated experience in working with individual donors and funding agencies.
- Excellent written and oral English. Competency in Vietnamese highly desirable.
- Demonstrated experience in building high-performing teams.
- Ability and willingness to travel frequently.
- Proven record in building effective working relationships with local agencies in a developing country.

Please apply to, or send candidate nominations to:

In United States apply to:

Selection Committee: Attn. Sylvia Townsend, Office Manager  
[Sylvia.townsend@eastmeetswest.org](mailto:Sylvia.townsend@eastmeetswest.org)

P.O. Box 29292

Oakland, CA 94604

Toll Free: 1-800-561-3378

Tel: 510 763 7045

Fax: 510 763 6545

Physical Location:

1611 Telegraph Avenue

Suite 1420

Oakland, CA 94612

In Vietnam apply to:

Selection Committee, attn: John Anner, Executive Director  
[janner@eastmeetswest.org](mailto:janner@eastmeetswest.org)

No. 1, Lane 40, Linh Lang Street, Hanoi

Phone: 4-834-7790