

JOB DESCRIPTION

TEAM LEADER / VIETNAM / VETVET PROJECT

Expertise France (EF) is looking for a **Team Leader**, based in **Hanoi, Vietnam** (expatriate position), who will play a vital role in leading and ensuring that the **VETVET (Vietnam-EU TVET Programme)** project implementation is in line with the strategic and operational orientations. This role is comprised of approximately 80% project piloting, governance, monitoring and evaluation, team management and stakeholders 'coordination, facilitation and representation.

The remaining 20% of the Team Leader's time will be dedicated to overseeing the smooth running of the shared EF office. Currently, EF is implementing approx. 5 projects and facilities in Vietnam with the support of 2 permanent local staff.

About the project

Vietnam has made impressive socioeconomic progress with gross domestic product (GDP) growing at an average rate of 8%.

European Union's (EU) bilateral cooperation with Vietnam over the period 2021-2027 builds on the achievements during the period 2014-2020 and focuses on three priority areas:

- Climate-responsive digital circular economy;
- Responsible entrepreneurship and enhanced skills for decent employment;
- Strengthening governance, rule of law and institutional reform.

The 2021-2027 Multiannual Indicative Programme (MIP) for Vietnam addresses critical national challenges while promoting EU's key external engagement priorities, including green and digital transition, decent and inclusive jobs, good governance, rule of law, human rights and institutional reforms.

The Vietnam-EU TVET (VETVET) project, jointly implemented by the German Technical Cooperation (GIZ) and Expertise France (EF), is a five-year action aimed at improving the knowledge and job skills of Vietnam's workforce in alignment with climate change mitigation and green and digital transitions. The project has a total budget of 50.9M€ (BMZ: 10.4M€, EU: 40M€, French MoFA: 0.5M€).

VETVET aims at contributing to improve knowledge and job skills of the labour force for decent employment and entrepreneurship in the framework of climate change mitigation, and green and digital transitions in Vietnam. The project will support up to 35 Vocational Colleges and Technical Schools (5 of which will be directly supported by EF) on the way to being recognized as High Quality TVET centers. The colleges will be selected through a criteria-based assessment and will receive support to enhance their training capacity through modernization of pedagogical equipment, new curricula, programs for teachers and management... GIZ and Expertise France will develop jointly all planned activities, under the supervision of the Ministry of Education and Training (MoET) of Vietnam.

The project has 3 specific objectives:

1. Enhancing governance and coordination among the institutions and stakeholders involved in the TVET sector and the implementation of its policies and strategies.
2. Increasing quality and coverage of Skills Development Programmes for young women and men and other vulnerable groups in their diversity in accordance with national and international labour market demands for climate action and green and digital transitions.
3. Improving recognition of TVET among Vietnamese young men and women and other vulnerable groups in their diversity as a viable educational option in the framework of the green and digital transition.

About the role

Type of contract: Fixed-term contract (full-time, expatriate)

Duration: 1 year (renewable up to 5 years)

Location: Hanoi, Vietnam, with travels to project provinces

Family-duty station: yes

Starting date: March 2026

Line manager: Head of TVET Division (HQ – Paris-based)

Line management of:

- Technical Advisor (national position)
- Finance & Administration Manager (national position)

Internal relations:

- Project team (national positions), under the line management of the Technical Advisor: Project Officer (full-time) and MEAL Officer (part-time) and the support fin-admin team under the line management of the Finance & Administration Manager (3 persons)
- Short-term international and national experts
- Other EF project teams (based in the shared EF office)
- Project Officer (HQ)
- Project Assistant (HQ)

External relations:

- GIZ (in lead of the GIZ-EF consortium)
- EU Delegation (donor)
- Ministry of Education and Training (MoET) and Directorate of Vocational Education and Continuous Training (DVECT)
- Project beneficiaries: 5 TVET colleges across Vietnam
- Institutional partners: French embassy, AFD
- Project stakeholders: Vietnam General Confederation of Labour (VGCL), Chamber of Commerce and Industry (CCI), Vietnam Cooperative Alliance (VCA), Vietnam Women's Union (VMU) and Vietnam Youth Union (HYCU), etc.

Role and responsibilities

The Team Leader will be responsible for ensuring the successful implementation of the project in line with the technical, scheduling, financial, and legal requirements set out in the contract between Expertise France and the donors.

The following list of tasks and responsibilities is not exhaustive, and may evolve according to needs.

Project Management (80%):

Strategic leadership and Project oversight

- Provide overall strategic direction and decision-making for EF's intervention within the GIZ-EF consortium;
- Ensure efficient, high-quality implementation of activities in line with project objectives, in close coordination with the project team;
- Reorient activities when necessary, in consultation with the project team, GIZ, the Ministry of Education and Training (MoET), and the EU Delegation (EUD);
- Anticipate and manage project risks;
- Ensure compliance with EF procedures (procurement, logistics, finance, HR, admin);
- Supervise the legal and contractual management of the project, with support from EF HQ (Project Officer and Legal Affairs Department);
- Oversee Monitoring, Evaluation, Accountability, and Learning (MEAL) processes with the MEAL Officer, ensuring deliverable quality.

Financial planning and Budget management

- Prepare annual budgets in compliance with donor rules, in collaboration with the project team and in coordination with GIZ for consolidation;
- Monitor budget execution, anticipate deviations and propose adjustments;
- Ensure that annual financial reports are accurate, submitted on time, and fully compliant with donors' requirements;
- Support EF HQ in financial audits and contribute to implementing audit recommendations at field level.

Stakeholders engagement and Representation

- Ensure effective coordination with GIZ; define tools and mechanisms for smooth consortium implementation;
- With the project team, maintain strong partnerships with the 5 supported TVET institutes, ensuring that appropriate tools and communication channels are in place;

- Support the development and sustainability of partnerships with the private sector, CSOs, and public institutions, in close collaboration with the Technical Advisor and project team;
- Participate in project governance bodies (e.g. quarterly Technical Coordination Group);
- Represent EF's intervention in external meetings, forums, and committees;
- Maintain close coordination with AFD as part of the AFD Group;
- Ensure fluid internal communication with EF HQ and contribute to EF's internal project reviews (e.g., quarterly updates and challenge-sharing).

Reporting

- Draft EF's technical reports and provide timely input to GIZ for consolidated reporting;
- Supervise EF's financial reporting and ensure alignment with GIZ for consolidated financial submissions.

Team and Experts management

- Participate in recruitment of the project team (Technical Advisor, Project Officer, MEAL Officer) in collaboration with EF HQ;
- Manage the team (1 directly, 2 indirectly), ensuring motivation, well-being, and performance;
- Provide coaching and capacity-building as necessary to support team growth and project delivery;
- Identify short-term international and national experts in coordination with the Technical Advisor (areas include digital, gender, green energy, agriculture, PPPs, etc.);
- Draft Terms of Reference, contribute to recruitment, supervise expert missions, and validate deliverables.

Additionally, the Team Leader will supervise the good functioning of the EF shared office.

Expertise France shared office management (20%):

- Manage the support team ensuring motivation, well-being, and performance;
- Ensure, in coordination with HQ, that the cost allocation key is properly and efficiently administered among the projects;
- Coordinate the planning, steering and implementation of financial, logistics and administrative activities of the office;
- Supervise cash flow / monthly accounting / yearly accounting closing exercises managed by the administrative and finance officer;
- Validate payment orders with the bank for local expenses;
- Be the signatory to all service contracts up to the delegated threshold;
- Be the signatory to all cash supply and withdrawal requests;
- Approve Mission Orders for all trips within the country.

About you

Professional competencies and experiences:

- Master's degree in international development, economics, business management, accountancy, or any other relevant field;
- Minimum 8 years' experience in a senior management or similar position;
- Strong experience in implementation of international technical cooperation projects;
- Proven operational experience in working in a consortium;
- Good understanding of TVET sector, related activities and challenges;
- Good understanding of cross-cutting concerns such as gender, digital, just transition climate-change;
- Strong external representation skills;
- Knowledge of European Union rules and regulations is strongly preferred;
- High degree of proficiency in Microsoft Office suite (especially Excel);
- Prior experience in Vietnam would be an asset;
- Prior experience with Expertise France or AFD is highly desirable.

Behavioural competencies:

- High degree of initiative, autonomy, and pro-activity;
- Strong teamwork capacity, leadership, diplomacy, communication and interpersonal skills;
- Advanced organisational skills, problem-solving skills, attention to detail, and ability to multitask;
- Planning and delivering results;
- Managing resources to optimize results;
- Communicating with impact and respect.

Language skills:

- Fluency in English and French required, both written and verbal.