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POSITION DESCRIPTION

PROGRAM OFFICER

OVERVIEW

The Vietnam Education Foundation (VEF) was established by the President of the United States on December 20, 2000, as an independent Federal Government agency, while operations began in 2003. VEF's overall purpose is to promote closer relations between the United States and Vietnam by establishing opportunities for Vietnamese nationals to pursue graduate studies and post-graduate programs in the United States in the sciences (natural, physical, and environmental), engineering, mathematics, medicine (including public health and health sciences), and technology (including information technology), and by providing opportunities for American citizens to teach in the same fields at Vietnamese universities.

The Program Officer (PO) is primarily responsible for the management and oversight of the application and selection process for all of the VEF Exchange Visitor programs: the Fellowship program, the Visiting Scholar program, and the U.S. Faculty Scholar program. The PO also assists in editing VEF documents, in fundraising, and in carrying out other VEF activities as assigned by the Executive Director. The PO reports directly to the Executive Director.

MAJOR DUTIES

Application and Selection Process

The PO manages and executes the application and selection process for the VEF Fellowship program, Visiting Scholar program, and U.S. Faculty Scholar program. The PO provides training and directives, as needed, for any U.S. and Hanoi Field Office staff, who have responsibilities for related activities. Specifically, the PO is in charge of the following:

1. Reviews all application forms, announcements, and procedures in collaboration with the Senior Program Officer and in coordination with other relevant VEF staff.
2. Oversees and manages the posting of all application announcements to assure widest coverage and timely receipt of applications.
3. Develops and maintains close relationships with VEF Alliance school deans, as well as other graduate school deans and faculty, and VEF U.S. Faculty Scholars, in order to facilitate securing reviewers and interviewers.
4. Solicits and organizes U.S. graduate school faculty, scientists, and experts in the fields that VEF supports to serve on VEF review committees and interview panels.

5. Develops, conducts, and manages all aspects of the application review process.
6. Organizes and oversees the process and details of all interviews, including interview schedules, whether by phone, WebEx, or face-to-face in Vietnam.
7. Organizes relevant orientations, briefings, and debriefings for the reviews and interviews.
8. Oversees, trains, and manages note takers engaged in the interviews and other related processes.
9. Develops relevant documents, policies, and procedures to assure successful application reviews, interviews, and selection of the most qualified candidates.
10. Oversees, develops, and organizes any concurrent activities, such as lectures and panel discussions, for U.S. interviewers in Vietnam.
11. Oversees and reviews recruiting plans and procedures to assure the widest possible broadcast of information about VEF programs, both in the United States and in Vietnam, in collaboration with the Hanoi Field Office Country Director and the Senior PO.
12. Maintains and updates detailed contact information for all reviewers and panelists.
13. Maintains thorough documentation of all aspects of the review and selection process and compiles data and reports as needed on the process.
14. Carries out duties with logistical and IT assistance from the VEF Hanoi team.
15. Monitors and assesses the review and selection process on a continuous basis to refine and strengthen the process.

OTHER DUTIES

In addition to the major duties listed above, the PO is involved in the following:

1. Edits and proofreads with close detailed attention any official documents and reports as requested by the Executive Director.
2. Helps develop, organize, and execute fundraising efforts in collaboration with other VEF staff and under the direction of the Executive Director.
3. Assists with other VEF activities as requested, including the Education Conference in Vietnam, preparation and presentations for VEF Board meetings, staff efforts before and during the Annual Conference, and any special efforts in/for Vietnam that entail U.S. faculty, scientists, and experts as well as U.S. universities.
4. Regularly reviews systems, documents, and procedures relevant to his/her duties with the intent to improve the quality and efficiency of VEF.
5. Works with, and assists, the Director of Finance, Accounting, and Administration to develop relevant budgets for the reviews, interviews, and other PO responsibilities assigned.
6. Contributes to the management, strategies, and directions of VEF by taking the initiative to offer new ideas and approaches.
7. Responsible for other duties as assigned by the Executive Director to achieve the mission of VEF.

QUALIFICATIONS

Required Background, Experience, and Skills

- U.S. citizen.
- Minimum of a master's degree (not online) from an accredited U.S. university.

- Native speaker of English.
- At least 5 years working in the field of international education with a demonstrated commitment to international exchange and/or public diplomacy.
- Experience in managing review and selection procedures for international fellowships/scholarships, including communicating with and organizing U.S. faculty/experts to serve on reviews and interview committees.
- Experience planning and managing programs and activities for international students.
- Experience composing original documents and doing very close editing and proofreading of those same documents and of documents composed by non-native speakers.
- Demonstrated cross-cultural awareness skills, commitment to work with individuals of diverse backgrounds, and ability to communicate effectively in cross-cultural situations.
- Ability to work in a collaborative environment with a global team.
- Experience with financial forecasting, budget creation, and implementation.
- Experience giving public presentations, using PowerPoint.
- Experience with web-based management systems.
- Ability to apply analytical methods and techniques to gather and summarize data and to identify and resolve issues.
- Knowledge of a second language.
- Strong skills in MS Word, Excel, PowerPoint, and online internet research.
- Ability to work independently and manage the workload efficiently with serious attention to details and to accuracy of information.
- Ability to communicate effectively and positively, both orally and in writing, at all levels with a high concern for interpersonal diligence and diplomacy and good customer service.
- Ability to manage details of several major projects at once, with excellent organizational skills and to be able to work to meet deadlines.
- Ability to function within an unstructured setting while maintaining a positive and professional attitude and achieving quality performance.
- Ability to travel domestically and to Vietnam when required.

Preferred Background, Experience, and Skills

- Ph.D. from an accredited U.S. university.
- Understanding of U.S. university graduate degree programs in science and technology.
- Multiple years working directly with international students.
- Understanding and knowledge of, as well as experience with, means and methods of securing external funding from private and corporate sources.
- Experience living, studying, and/or working outside of the United States.
- Fluency in a second language.
- Fluency in Vietnamese.
- Experience living, working, or traveling in Vietnam.
- Previous experience living, working, or studying in Asia, specifically Southeast Asia.
- Experience living, working, and/or studying in a developing country.

Salary/Benefits

The PO is a U.S. Federal Government employee and is eligible for all applicable Federal Government benefits. Annual salary range is \$60,000 – 75,000, depending on background and experience.

Start Date

As soon as possible, but no later than July 18, 2011. The selected PO must be available to travel to Vietnam August 1 - 19, 2011, to observe and participate in the 2011 Interview Mission. Thus, s/he should be in possession of a U.S. passport when employment begins with VEF so as not to delay travel to Vietnam in August 2011.

Application Procedures

One's application must include a cover letter that explains how the candidate meets the required background, experience, and skills, and that indicates the present salary and salary requirements. The application must include the candidate's resume and the names of 3 professional references, including the referee's position, dates, and circumstances of knowing the applicant, and the referee's contact phone number(s) and email address.

Applications can be emailed to Christie Dam (christiedam@vef.gov). No phone calls will be accepted. Please note that only applications sent electronically will be accepted.

This position will also be posted at USAJobs (<http://www.usajobs.gov/>). Search for "Vietnam Education Foundation."

Deadline: June 13, 2011, or until filled

<p style="text-align: center;">THE VIETNAM EDUCATION FOUNDATION IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.</p>
