KOTO is a not-for-profit social enterprise that empowers at-risk and disadvantaged youth in Vietnam through its holistic training program.

KOTO stands for **Know One Teach One**. KOTO is a Vietnamese social enterprise specializing in providing at-risk and disadvantaged youth in Vietnam an opportunity to undertake a 24-month holistic hospitality training program. KOTO is based in Hanoi and has supported more than 1,200 graduates to end the cycle of poverty and truly empower our trainees to realize their dreams.

Vision Statement

We aspire for an all-inclusive world in which no one is left behind, where every individual from all backgrounds thrives and inspires through lasting life-changing journey and empowerment.

Mission Statement

As the 1st social enterprise in Vietnam, KOTO remains committed to enable the economically disadvantaged & vulnerable community by providing both transformative platform and pathways and instill the “once helped, help others” philosophy. We proudly do it with passion, innovation & responsibility.

Value Statement

- **Respect** everyone’s dignity & self-worth
- Act with **professionalism** and lead by example
- Be driven by **passion** and purpose
- **Love** ourselves and KOTO family
- **Innovative** approach in action

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JOB DESCRIPTION

Job Title: Project Manager

Location: KOTO office at 18A Ngo Tat To, Dong Da, Hanoi and occasional travel to the Training Centre in Phat Tich, Tien Du, Bac Ninh and other project sites

Reports to: General Manager, KOTO

Subordinates: 2 project coordinators

Contract Type: Full-time

Duration: One year for the first term, four years for the second term, with a possible extension depending on the project's continuation

Working hours: 8:30 AM – 4:30 PM, Monday to Friday

Background:

The **Her Turn Project** is a partnership between KOTO (Know One Teach One) and the Australian Government, focused on empowering women through economic development, skills training, and leadership opportunities. **Phase 3** of the project is dedicated to further its reach through expanding focus of social inclusion, creating sustainable opportunities, and driving community engagement, capacity building, and influencing both the hospitality and tourism and the Vocational Education Training sector.

Position Overview:

The **Project and Manager** will be responsible for managing the implementation, monitoring, and oversight of the Phase 3 of the Her Turn Project: Women's Economic Empowerment Program (Phase 3 will be called - Our Turn Project) , including the management of matching funds. The role will also involve managing smaller projects for KOTO, ensuring their alignment with organizational goals. The Project Manager will ensure that all activities are completed on time, within budget, and to a high standard and that KOTO fully meets the grant compliance requirements for its grant. Strong leadership, project management, and a commitment to social inclusion are essential.

Key Responsibilities:

1. **Phase 3 Project Management & Implementation:**
    - Lead the planning, implementation, and ongoing management of **Phase 3 of The Her Turn Project**.
    - Oversee the management of matching funds and ensure they are allocated efficiently and transparently.
    - Develop detailed project plans, including timelines, budgets, risk mitigation plans and resource allocation.

- Ensure the project meets its goals and objectives, delivering key outcomes on time and within budget.

2. **Manage Smaller Projects for KOTO:**
   - Support and manage other small-scale projects for KOTO as needed, ensuring alignment with overall organizational strategies and goals.
   - Coordinate and oversee the execution of these projects, ensuring that they contribute to KOTO's broader mission.
   - Collaborate with the grant writer to secure funding for small-scale projects, ensuring financial sustainability and alignment with project goals.
3. **Stakeholder Management:**
   - Manage relationships with government bodies, NGOs, community organizations, and other key stakeholders.
   - Coordinate with external partners and consultants to ensure smooth project implementation.
   - Organize regular meetings with project stakeholders to provide updates, gather feedback, and foster collaboration.
4. **Monitoring & Evaluation:**
   - Develop and oversee the monitoring and evaluation (M&E) framework for tracking progress and impact of **Phase 3** and smaller projects.
   - Conduct regular assessments to ensure project activities meet objectives and make adjustments as necessary.
   - Prepare reports and evaluations for internal and external stakeholders.
5. **Team Management:**
   - Lead and supervise the project team, ensuring clarity of roles, responsibilities, and deadlines.
   - Provide guidance and support to team members, fostering a collaborative and innovative environment.
   - Promote team development through ongoing training and support.
6. **Budget and Resource Management:**
   - Manage the project's budget and resources, ensuring efficient allocation of funds across **Phase 3** and smaller projects.

- Track expenditures, prepare financial reports, and ensure compliance with organizational and donor policies.
- Identify and mitigate risks to funding or resources.

7. **Reporting and Documentation:**
    - Prepare regular status updates and detailed reports on project progress, challenges, and successes.
    - Maintain organized project documentation in accordance with KOTO's policies and donor requirements.
    - Provide updates to the Australian Government and other funding agencies as required.
8. **Capacity Building & Advocacy:**
    - Work with local organizations to build internal capacity in social inclusion and advocacy.
    - Promote social inclusion and economic opportunities within the community and project stakeholders.

Key Qualifications:

- **Education:** Bachelor's degree in Project Management, International Development, Social Sciences, or a related field. A Master's degree is a plus.
- **Experience:**
    - Minimum of 5 years' experience in managing complex projects with multiple stakeholders.
    - Experience in women's economic empowerment, gender equality, social inclusion or related fields.
    - Previous experience working with government bodies, international organizations, or NGOs.
    - Knowledge of the local context, particularly the challenges and opportunities facing women in target communities, is an advantage.
    - Experience in hosting roundtables or events on these topics.
- **Skills:**
    - Strong leadership and team management abilities.
    - Proficient in project management tools (e.g., Gantt charts, MS Project).
    - Strong budgeting, financial management, and resource allocation skills.
    - Exceptional written and verbal communication skills in English (local language proficiency is a plus).
    - Ability to manage complex stakeholder environments and build relationships.

- Strong problem-solving and decision-making abilities.
- Excellent interpersonal and communication skills.
- Bilingual skills are a bonus.

Key Competencies:

- Strong commitment to social inclusion and women's empowerment.
- Excellent organizational and time-management skills.
- Ability to adapt to changing circumstances and solve problems creatively.
- Results-oriented with a focus on achieving measurable outcomes.
- Cultural sensitivity and understanding of local communities.

How to Apply:

Interested candidates should submit their resume and a cover letter outlining their relevant experience and motivation for applying to lien.bui@koto.com.au
Deadline for applications: June 30, 2025

KOTO is committed to diversity and inclusion and encourages all qualified candidates to apply, regardless of gender, ethnicity, or background.