

Ca Mau Program Manager

Long Term / Short Term	Long Term	Classification	15 (Vietnam National)
Duration	1 year with possibility of extension to July 2030	Reports To	Deputy Team Leader
Location	Ca Mau -Vietnam	Child protection risk assessment	Incidental or minimal contact

Aus4Adaptation

Palladium is a global development and consulting firm, part of the GSI Consulting Group, working alongside some of the world's leading project management and engineering organisations. We partner with governments, businesses, investors and communities to design and deliver complex programs that create lasting impact. With a presence across more than 90 countries, Palladium offers the opportunity to work on meaningful challenges, alongside talented colleagues, in environments where your work can truly make a difference.

Aus4Adaptation (the program) is a partnership between the governments of Australia and Vietnam to work together in responding to the challenges of climate change facing the Mekong Delta. It complements other investments that Australia has already made in climate change adaptation. The program is organised into three pillars to support a comprehensive response to climate change:

1. **Supporting policy implementation:** Working with the Ministry of Agriculture and Environment's Department of Climate Change (DCC), the program strengthens implementation of the adaptation component of Vietnam's Nationally Determined Contributions (NDC).
2. **Scaling solutions:** Focused on priority provinces in the Mekong Delta, Aus4Adaptation brings together government, private sector and communities to amplify impact from tested climate adaptation models and practices in areas such as climate resilient livelihoods, disaster risk reduction, and natural resource management.
3. **Knowledge and technology:** In partnership with Can Tho University, the program promotes research, knowledge sharing, and innovation through a Knowledge Hub that links Vietnamese and Australian universities and research institutes.

Aus4Adaptation will focus Pillar 2 activities in Can Tho and Ca Mau, with the potential to expand to additional provinces in the future.

Purpose of Position

The Aus4Adaptation Ca Mau Program Manager will manage the design, coordination, implementation, monitoring, and reporting of the Program activities in Ca Mau. The position will serve as the primary day-to-day interface between Aus4Adaptation and Ca Mau project partners, particularly the Department of Science and Technology (DOST), Department of Agriculture and Environment (DAE), local authorities, enterprises, research institutions, cooperatives, and communities.

The Program Manager will support the identification, design, implementation, learning, and scaling of climate change adaptation initiatives in Ca Mau Province, ensuring activities contribute to Aus4Adaptation program objectives and comply with DFAT and Palladium requirements.

The role combines strategic program development with hands-on project management and requires strong stakeholder engagement, technical understanding of climate adaptation, and excellent communication skills.

They will be based in Ca Mau province, with periodic travel to the project's target sites as required for program activities.

Primary Responsibilities

Key responsibilities include:

Program Design and Development

- Lead engagement with government counterparts, technical partners, communities, research institutions, and private sector stakeholders to identify climate adaptation priorities and opportunities.
- Support the design and refinement of project activities that contribute to Aus4Adaptation outcomes and Ca Mau's climate adaptation priorities for synthesis into annual workplans.
- Engage in co-design processes with partners to ensure activities are locally led, evidence-based, inclusive, and scalable.
- Work with partners to develop concepts, activity designs, implementation plans, budgets, and scopes of work for approved activities.
- Assess alignment of proposed activities with Aus4Adaptation objectives, GEDSI commitments, MEL requirements, and value-for-money principles.
- Identify opportunities for innovation, knowledge exchange, and collaboration between Australian and Vietnamese institutions.
- Build and maintain effective working relationships with provincial and national government partners.
- Promote meaningful participation of women, vulnerable groups, and local communities in activity design and decision-making processes.
- Support coordination and engagement with donors, Palladium, government counterparts, and other Aus4Adaptation partners to ensure alignment and complementarity across initiatives.

Program Implementation and Partnership Management

- Manage day-to-day implementation of approved project activities and technical assistance initiatives in alignment with annual workplans.
- Foster collaboration with government agencies, consultants, service providers, and delivery partners to ensure timely and quality delivery of activities.
- Monitor implementation progress against plans, milestones, budgets, and expected results.
- Provide technical and operational guidance to partners during implementation.
- Facilitate stakeholder consultations, workshops, field missions, partner meetings, and learning events.
- Represent Aus4Adaptation in meetings, workshops, consultations, and technical discussions as delegated.
- Contribute to risk management, safeguarding, environmental and social compliance, and duty-of-care requirements throughout activity implementation.
- Identify implementation risks and support the development and monitoring of mitigation measures.
- Support effective coordination and communication among implementing partners and stakeholders to strengthen program delivery and achievement of results.
- Undertake other responsibilities as reasonably requested by the Team Leader or Deputy Team Leader.

Monitoring, Evaluation and Learning (MEL) and GEDSI

- Support implementation of the Aus4Adaptation MEL framework at project and activity levels.
- Work with implementing partners to develop results frameworks, indicators, and monitoring approaches.
- Contribute to the implementation of Aus4Adaptation's Monitoring, Evaluation and Learning (MEL) framework through data collection, results reporting, and documentation of lessons learned.
- Ensure GEDSI considerations are integrated into planning, implementation, monitoring, and reporting.
- Document lessons learned, case studies, success stories, and evidence of impact to support adaptive management and future programming.
- Support partner capacity strengthening in monitoring, evaluation, and learning practices.

Reporting, Knowledge Management and Communication

- Prepare high-quality activity reports, progress updates, briefing notes, partner reports, and contributions to program and donor reporting requirements.
- Maintain accurate program documentation, records, and information management systems in accordance with Aus4Adaptation requirements.
- Support the preparation of annual work plans, quarterly reports, strategic reviews, and other reporting requirements.

Other Responsibilities

- Travel within Vietnam as required.
- Undertake other duties consistent with the level of the position as directed by the Deputy Team Leader.
- Contribute to a positive, collaborative and learning-oriented program culture.

Due to the evolving nature of the program, the incumbent may be required where appropriate to undertake additional duties outside the original scope of this Terms of Reference and aligned with their skills and experience.

Reporting Requirements

This role reports to the Deputy Team Leader. Reporting requirements may include, but are not limited to:

- Contribution to six-monthly and annual program reporting.
- Attendance at team meetings and relevant stakeholder meetings.
- Regular coordination meetings with program partners and program teams

Minimum Education and Experience Required

Qualifications

- Tertiary qualifications climate change, environmental management, agriculture, natural resource management, development studies, public policy, economics, international development, or a related discipline.

Experience

- Demonstrated experience designing, managing, and delivering donor-funded programs and technical assistance initiatives.
- Proven experience working with government agencies, particularly at provincial and national levels in Vietnam.
- Strong understanding of climate change adaptation challenges and opportunities in the Mekong Delta, with demonstrated working experience in Ca Mau.
- Demonstrated experience in stakeholder engagement, partnership development, and facilitation of multi-stakeholder processes involving government, private sector, communities, research institutions, and development partners.

- Experience in co-designing development activities and translating strategic objectives into practical implementation plans.

Knowledge and Skills

- Strong experience in monitoring, evaluation and learning (MEL), results management, reporting, and adaptive program management.
- Familiarity with the requirements and compliance standards of donor-funded programs is highly desirable.
- Knowledge and experience in integrating Gender Equality, Disability and Social Inclusion (GEDSI) considerations into program design and implementation.
- Excellent analytical, problem-solving, project management, and organisational skills.
- Excellent written and verbal communication skills in both English and Vietnamese.
- Ability to work independently, manage competing priorities, and deliver high-quality outputs within tight timeframes.
- Professional fluency in English and Vietnamese, both written and spoken

Personal Attributes

- Strong interpersonal skills and the ability to build and maintain effective working relationships with diverse stakeholders.
- Proactive, resourceful, and able to work independently while contributing effectively within a team.
- High level of attention to detail and commitment to quality and accuracy.
- Demonstrated commitment to continuous learning, collaboration, and professional integrity.

Equal opportunity employer

Palladium is an equal opportunity employer, committed to diversity and inclusion. Should you require any reasonable adjustments to a selection process due to disability or any other circumstance, please email our team at accessibility@thepalladiumgroup.com and we will endeavour to make any reasonable adjustments to our process.