



JOB TITLE: PROGRAM OFFICER - EDUCATION

ABOUT US

Lawrence S. Ting Foundation (LSTF) was established in 2005 as a local NGO in Vietnam. So far it has supported more than 1.8 million underprivileged people across the whole country. We mainly provide support at the education and health sectors to people in need. Its major works include life skills training for students, improving quality education for children with disability, capacity building for teachers and medical personal and so on. Pls find more information from our website: lstf.org.vn

Our focus on education and health remains as strong as ever and now we are looking for the experienced Education Program Officer to deepen our works through robust programming and innovation, thereby bringing catalytic changes in Vietnam. Key duties of this position include but not limited to the followings:

JOB DESCRIPTION

1. WORKING CONTEXT

- **Location:** Ho Chi Minh City with frequent travels to the fields as required.
- **Job type:** Fixed-term/Regular
- **Report to:** Operations Manager
- **Job level:** Experienced
- **Staff directly supervised:** 1-2 staff with project interns

2. JOB PURPOSE SUMMARY

Education Program Officer has the responsibility in the development and implementation of various education projects, focusing on issues 1) quality education for children with disabilities; 2) children life skills; 3) financial literacy training. Meanwhile, he/she has to support in resource mobilization and communication related works.

3. MAIN ROLES & RESPONSIBILITIES

1) Program Design and Management (DME)

Design & Planning

- Develop/Design project proposals based on the robust context understanding/data collection and feasibility analysis;
- Draft and review work plans and budget so as to ensure the alignment with project design and preliminary agreement with partners;
- Establish project partnerships and communicate with partners to reach preliminary consensuses to prepare project planning and roll-out;



- Provide the guidelines of planning and budgeting to partners;
- Review and/or prepare draft MOUs and other legal documents of related partners;
- Review fund request proposals and advise line manager if identify any.

Implementation & Monitoring

- Act as a program head to monitor its implementation progress and spending status to ensure the alignment with the approved work plans. Advise line manager if identify any potential risks or issues;
- Act as a focal point person to manage partnerships and conduct regular monitoring visits/meetings to smooth project roll-out and reach project goals;
- Coordinate with relevant partners to organize project activities;
- Mobilize technical resources to support local partners in capacity building.

Learning & Reflection (Evaluation)

- Coordinate in project review meetings to improve the quality of activity implementation;
- Review progress and project-end reports prepared by implementing partners with constructive feedback.

2) Support in Resource Mobilization and Communications

- Support team in collecting both qualitative and quantitative data to support funding acquisition and external communications;
- Support donor engagement-related activities;
- Support line manager to prepare progress reports on a regular basis.

3) Leadership and Others

- Provide coaching to Project Assistant in project design and management as well as partnership management.
- Build partnerships with local authorities and relevant project stakeholders;
- Manage database and project documentation;
- Supervise and coordinate all logistical works for project related activities;
- Perform tasks assigned by the line manager.

4. QUALIFICATIONS & EXPERIENCES

- Bachelor's Degree in development, education, social science or relevant field;
- Minimum 5 years of experience working in the NGO sector, preferably in education related programs.



Essential skills and competencies

- Experience in program design and management.
- Outstanding analytical skills with basic research ability.
- Good communication, interpersonal and coordination skills.
- Work on own initiative with minimum supervision and to stay on task.
- Excellent management of competing priorities and work under pressure.
- Highly organised with reliable attention to details.
- Fluency in written and spoken English and Vietnamese.
- Good computer skills;
- Ability to travel to different provinces.

Desirable skills and competencies

- Experience in innovative programs and proposal writing would be an asset.
- Positive and constructive working spirits- ability to thrive for excellence.
- Work in diverse circumstances in a culturally appropriate manner.

WHAT WE CAN OFFER

- Comprehensive compensation and benefits;
- Dynamic and learning working environment;
- A culture of thriving for excellence and creative thinking.

HOW TO APPLY

Please send your CV and the cover letter in English with email subject “ **Application for Education Program Officer-candidate full name**” to betty.jhuang@lstf.org.vn. Please note that applications will be reviewed on a rolling basis and the position will remain open until filled. We sincerely appreciate your interesting in this job opportunity but only shortlisted candidates will be invited for an interview.