



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 remains as strong as ever and now we are looking for the experienced Program Officer- Education to deepen our works through robust programming and innovation methods, 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 field sites as required.
- **Job type:** Fixed-term/Regular
- **Report to:** Program Team Lead
- **Job level:** Experienced
- **Staff directly supervised:** project interns

2. JOB PURPOSE SUMMARY

Program Officer- Education has the responsibility in the development and implementation of various education projects, focusing on issues 1) scholarship initiatives; 2) One Place One Story Project; 3) financial literacy and life skill related training for children and women. 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

- Contribute in project proposal development based on the robust context understanding/data collection and feasibility analysis;
- Conduct project assessment works and generate the quality reports;
- Discuss with local partners and governments about project design, budget and workplan for project roll-out;



- Draft annual budget and work plans based on the alignment with project design and preliminary agreements with project partners;

Implementation & Monitoring

- Implement project activities to ensure the alignment with the approved budget and workplans. Advise line manager if identify any potential risks;
- Prepare financial docs (advance and reimbursement) submissions to smooth project activity roll-out and conduct spending tracking on a regular basis.
- Manage and coordinate project partnerships and conduct regular monitoring visits/meetings to smooth project roll-out and reach project goals;

Learning & Reflection (Evaluation)

- Coordinate relevant stakeholders to conduct project review to improve project quality and results;
- Prepare project-end reports with constructive feedback for improving project design and implementation.

2) Support in Resource Mobilization and Communications

- Support in both qualitative and quantitative data collection for funding acquisition and external communications;
- Support donor engagement-related activities;
- Prepare progress reports for internal report and external communication.

3) Leadership and Others

- Prepare draft MOUs, official letters to governments and other legal documents of related partners;
- Supervise and coordinate the volunteers/interns with quality and productivity requirements;
- Manage database and project documentation in a systematic and digital manner;
- Perform tasks assigned by the line manager.

4. QUALIFICATIONS & EXPERIENCES

- Bachelor's Degree in project management, business, international relationship or relevant field;
- Minimum 2 years of NGO/charity project experience, preferably in education projects.
- Minimum 2 years of experience by working with local governments in project initiatives or partnership establishment.



Essential skills and competencies

- Experience in program management.
- Fluency in written and spoken English and Vietnamese.
- Good communication, interpersonal and coordination skills.
- Work on own initiative with minimum supervision and to stay on multi-tasks under pressure.
- Highly organised with reliable attention to details.
- Good analytical skills with basic research ability.

Desirable skills and competencies

- Experience in project proposal writing would be an asset.
- Creative thinking.

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 Program Officer -Education-candidate full name**” to admin@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.