

# **Programme Officer Of Child Development Programme (CDP)**

## **I. Introduction**

SCC is a UK registered charity working exclusively in Vietnam. A child protection policy is applied across all our activities. The vision for SCC is to work towards the elimination of poverty in Vietnam through education. Our mission is that: "SCC enables disadvantaged children in Vietnam to reach their full potential through receiving a quality education relevant to their needs."

Saigon Children's Charity is committed to the education of disadvantaged children in Ho Chi Minh City and in some rural provinces in the South of the country. We currently work in Ho Chi Minh, Tay Ninh, Tra Vinh, Tien Giang, Dong Nai, Hau Giang, Kien Giang, Quang Tri, Phu Tho, and Ninh Binh. We help disadvantaged children by giving them opportunities to approach adulthood with good education, good health and to be able to sustain themselves and their families.

Education is, we believe, the most lasting and effective way we can help children and their families to escape from the cycle of poverty and it represents a double investment – an investment in the children but also an investment in the future of Vietnam. SCC has built up a reputation as a strong and effective NGO in Ho Chi Minh City and as the educational charity of first choice for partners..

## **II. Description**

1. Position: Programme Officer of Child Development Programme (CDP)
2. Accountable to: Manager of Child Development Programme
3. Number of vacancies: 2
4. Programme Officer of Child Development Programme (CDP) 1:

### **A. Main responsibilities**

- Ensure that children who are admitted into the programme are from genuinely disadvantaged background and that they want to go to school but either cannot go to school or have the risk of dropping out of school due to financial deficiency of their families;
- Ensure that children in the programme receive proper, good quality, good quantity and in time support to maintain at school;
- Ensure that children in the programme are followed up closely and are provided with counseling whenever needed;
- Ensure that all information relating to the children are recorded, updated and documented timely and accurately;
- Ensure that all changes in the status of children (newly admitted, replacement, dropped out) are recorded, updated and documented timely and accurately and are shared thoroughly with the Programme Manager and Programme Administrator;

- Ensure that the relationship and cooperation with local partners are nurtured to the highest satisfaction;
- Keep the Programme Manager updated of any problems arising for the children and young people and make suggestions to provide immediate and additional support through the Urgent Support Scheme to ensure the children receive the support they need to continue their schooling.

## **B. Specific tasks**

### **B.1 Planning, Implementing, Monitoring and Evaluation**

- Visit children's families to a) identify their family circumstances especially for newly admitted children; or b) to update the situation of family circumstances for children who have been in the programme;
- Write and document family background and relating information about the children after family visits
- Admit children into the programme in the collaboration with local partners;
- Update monthly list of children with correct information about names, grades, types of scholarships, changes of status (newly admitted, replacement, dropped out) etc.;
- Order rice, uniforms (if applicable in the project areas), books, notebooks;
- Deliver rice, uniforms (if applicable in the project areas), books, notebooks;
- Collect learning fees from local partners and transfer learning fees for children;
- Phone children when necessary to provide counseling or to get updated information;
- Organise parents meeting;
- Collect and document learning results of children at the end of school year;
- Set up and run the community network when appropriate;
- Organise visit trips for donors and accompany them upon request.
- Manage an SCC Alumni Network.

### **B.2 Feedback, Sharing Information and Reporting**

- Ensure that the sharing information and reporting mechanism with local partners is maintained regularly;
- Provide feedback and share all information relevant to the children in the programme periodically (directly in monthly meetings or in writing) with the Programme Manager;
- Document and provide information relevant to the children in the programme to the Programme Manager upon request;
- Submit monthly report to the Programme Manager on time and with good quality;
- Provide most updated information about children together with changes in the status to the Programme Administrator at the end of each month;
- Provide learning results of children at the end of school year to the Programme Administrator timely for making reports to donors.

5. Programme Officer of Child Development Programme (CDP) 2: (from 01 January 2016 to 30 June 2016)

## **III. Required**

- Vietnamese national with a university degree
- A minimum of two years of work experience
- Ability to work with vulnerable and disadvantaged young people
- Ability to work in a team

- Excellent verbal and good written communication skills (in English and Vietnamese)
- Proficiency in using Microsoft Office Tools

A detailed job description is available – please contact Kim Lien on 08 3930 3502. More information about SCC is available on our website at: [www.saigonchildren.com](http://www.saigonchildren.com).

Please submit a letter of application and CV, in English (marked “Programme Officer No1 (2)– Child Development”) to [hrm@saigonchildren.com](mailto:hrm@saigonchildren.com). Closing date for applications is 23 October 2015 and interviews will take place the following week.

SCC operates an active Child Protection Policy and is an equal opportunities employer.

Only short listed candidates will be contacted for interview.