

Manager 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: Manager of Child Development Programme

2. Accountable to: The Head of Programmes (HoP).

3. Main responsibilities

- Ensure that the Programme is operated in accordance with SCC mission, vision and overall strategy;
- Ensure that the Programme is operated in line with the updated government’s policies on education;
- Ensure that the Programme is run following strictly the programme operating procedures;
- Ensure that the relationship with all Programme’s donors are kept with highest satisfaction.
- Ensure that all information about the Programme, especially about the number of students, scholarship types, sponsorship status, etc. is provided accurately and timely as required by the Fundraising and Communication Department (FC) for the purpose of fundraising;
- Ensure that all Programme team members receive necessary supports to implement the Programme activities well.

4. Specific responsibilities

- Planning, Implementing, Monitoring and Evaluation
 - Produce timely the Programme’s long term strategy, strategic plan, annual operational plan, and annual budget based on both school year basis and financial year basis;

- Produce necessary monitor tools or review current monitoring tools and ensure a strict application of these tools in order to make sure that the Programme is run effectively and timely in accordance with the plan;
- Ensure that the financial situation of the Programme is well managed; the budget is used properly for project activities; and the budget-expenditure is followed up closely;
- Auto evaluate the effectiveness, efficiency and the relevance of the programme at the end of each school year.
- Consult the HoP for any unexpected or unplanned issues such as newly recruit children of urgent cases, or use of new donations, etc.
- Feedback, Sharing Information and Reporting
 - Ensure that the sharing Information and Reporting mechanism within the Programme and with local partners is maintained regularly;
 - Provide feedback and share all information relevant to the Programme periodically (directly in meetings or in writing) with the Head of the Programmes;
 - Document and provide information relevant to the Programme to the Head of the Programmes upon request so that she can report to the SCC Director, or to donors, etc;
 - Submit quarterly and annual reports to the Head of the Programmes on time and with good quality;
 - Make sure all information needed for annual reports to donors is well collected and recorded during the year; produce reports to both major donors and individual donors on time and with good quality;
 - Submit annual reports to individual donors on time.
 - Send the FC Department annual reports prepared for major donors so that they can submit to the major donors on time.
 - Make sure that all work results of the Programme is well documented and well kept.

4.3 Fundraising

- Provide sufficient information about situation of sponsorships (children sponsored, children unsponsored, bicycles needed, urgent support needed) accurately and in timely manner to the HoP and to the FC Department, especially when fund raising is needed;
- Always ensure the clarity in how figures of students in the Programme is produced; and in the changes of their status to facilitate the Communication and Fundraising Department in raising funds;
- Regularly keep the Accounting Department and the FC Department updated about the changes of status of children and donors in the programme through the monthly reconciliation;

- Ensure that information about students for renewals of sponsorships are produced with good quality and sent to the FC Department on time to make sure sponsorship can be raised before the school year starts;
- Require the FC Department to provide updated information on sponsorships status from major donors to make sure children have money before the school year starts.

4.4 Accounting

- Ensure that the monthly reconciliation between the CDP Administration Officer and the Head of Finance is taken place;
- Ensure clarity and accuracy in matching children with donors (which children sponsored by which donors, children in the waiting list for being sponsored, donors in the waiting list for sponsoring a child, etc.)

4.5 Human resources

- Make sure Programme team members receive appropriate training to improve their professional capacity based on the annual training needs assessment;
- Conduct yearly performance appraisal for Programme team members.

III. Required

- Vietnamese national with a university degree
- A minimum of three 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.

Please submit a letter of application and CV, in English, to hrm@saigonchildren.com. Closing date for applications is 18 March 2016 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.