

Programme Manager

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 Manager

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; and is implemented well to achieve its objectives.
- Ensure that the Programme is operated in line with the updated government’s policies on education and vocational training;
- Ensure that the relationship with all Programme’s donors are kept with highest satisfaction.
- Develop and maintain close and effective partnerships with key government people – such as DOLISA, DOET and HUFO. Integrate them into the running and management of programme where possible and appropriate;
- Ensure that all Programme team members receive necessary guidance and supports to implement the Programme activities well.
- Ensure that all Programme documents are well recorded and documented.
- Directly manage and be responsible for the effective implementation of the Vocational Training and Employment Project.
- Establish, maintain and develop relationship and partnership with local partners in particular BoLISAs;

- Give initiatives to improve the effectiveness of the project;
- Work closely and manage well three teachers of the Saigon Hospitality Project (curriculum, training quality, training allowances for teachers, etc.)

4. Specific tasks

- Planning, Implementing, Monitoring and Evaluation
 - Produce timely the Programme's long term strategy, strategic plan, annual operational plan (OP), and annual budget in general and the OP and budget estimation for the VTE project in particular
 - Apply strictly monitoring tools 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 year; withdraw lessons learnt for better planning and implementation of the Programme to ensure SCC reflects changing needs.
 - Consult the HoP for any unexpected or unplanned issues
- 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 for donors and local partner on time and with good quality;
 - Send report to local partner on time;
 - Send the FC Department annual reports prepared for donors as well as the report of each Saigon Hospitality Course so that they can submit to the donors on time.
 - Make sure that all work results of the Programme is well documented and well kept.
 - Collect articles from team members for news and newsletter on SCC website.
- Human resources

- Manage a team of 3+ people and TLS staff; 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.