

Program Officer

Position: Program Officer for For Vietnamese Stature Foundation

Brief:

For Vietnamese Stature Foundation (VSF) was established in 16 December 2014, licensed by Ministry of Home Affairs. It's a social – charity – non-profit Fund, aiming at contributing to Vietnamese physical and mental development.

School milk – for Vietnamese stature program was built and operated by Ministry of Education, Vietnam Television and Voice of Vietnam, and For Vietnamese Stature Foundation; in accordance with the Decision number 1340/QD-TTg by Prime Minister, with the target of improving nutritional status, enhancing the stature and health of kindergarten and primary students.

VSF is looking for an experienced and dynamic Vietnamese citizen to fill the following position

PROGRAM OFFICER

The post is offered one year contract (extendable), based in Hanoi but with frequent travel

The Role: To manage the development and implementation of VSF's, as well as participate in fundraising for projects.

Reports to: Coordinator

Scope of work

- Manage and implement responsible projects, including: quality control, develop and maintain good relationships with partners and donors, financial management, documentation, monitoring and evaluation, reporting, etc.
- Ensure internal and external reporting (financial and narrative) is completed to agreed time frames
- Ensure implementation of VSF's operational policies, procedures and guidelines in all aspects of VSF's projects
- Support to the Coordinator in fundraising for projects (project proposal writing and designing, seeking fundraising opportunities, presentation ideas)
- Conduct tasks required from line managers

Requirements

- University degree, preferably social science
- At least 3 years' experience in program/project implementation, planning and management
- Working experience with NGOs or international development organization is preferable
- Ability to handle crisis situations
- Good network with journalists / press and government officers
- Good understanding and practical experience in project proposal writing and designing,
- Good understanding of human rights, especially children's rights
- Good communication, presentation & negotiation skills
- Good at using of the internet tools and social network.
- Dynamic & creative
- Strong written and spoken English and Vietnamese
- Able to travel to project areas on a regular basis

How to Apply:

Interested candidates can send your application including motivation letter and curriculum to trannhutrang1907@gmail.com

We regret that only short-listed applicants will be contacted.

For Vietnamese Stature Foundation (VSF) is an equal opportunity employer

Application Deadline: 31/03/2017