

Program Officer, GEP (Technical function)

Position: Program Officer, GEP (Technical function)

Location: Ho Chi Minh and other project sites

Employment: Full time

Starting: April 2017

Organization Profile

Room to Read seeks to transform the lives of millions of children in developing countries by focusing on literacy and gender equality in education. Working in collaboration with local communities, partner organizations and governments, we develop literacy skills and a habit of reading among primary school children, and support girls to complete secondary school with the relevant life skills to succeed in school and beyond.

We are non-governmental, non-religious and work with many local NGOs and community based organizations to implement our programs. We currently work in Bangladesh, Cambodia, India, Laos, Nepal, South Africa, Sri Lanka, Tanzania, Vietnam, and Zambia – countries with a desperate lack of resources to educate their children. Since our inception, Room to Read's worldwide team has impacted over 7.8 million children by constructing more than 1,600 schools, establishing over 15,000 libraries, publishing 874 new children's book titles in 27 local languages, and reaching over 20,000 girls through our Girls' Education program.

Room to Read has an annual budget of approximately US\$43.7 million and our global staff numbers over 600. Our global headquarters is located in San Francisco, and we have smaller fundraising offices in New Delhi, New York, Hong Kong, London, Mumbai, Sydney, and Tokyo. We have an Asia Regional Office located in New Delhi and program offices in Colombo, Dar es Salaam, Dhaka, Hanoi, Ho Chi Minh City, Kathmandu, Lusaka, New Delhi, Pretoria, Phnom Penh, and Vientiane.

In Vietnam, Room to Read is implementing Literacy Program and Girls Education Program in the Mekong Delta and the Northern upland area, and in the Central Coast. Our country office is located in Ho Chi Minh City.

Position Overview

The position is responsible to provide technical and managerial support in all aspects of the program design related to Girls Education Program to ensure the program will be technically implemented at fields as guided. The incumbent is responsible to assist Senior Program Manager in providing technical support,

delivering the trainings to field staffs and partners including professional development to social mobilizers, related school teachers for carrying out the activities at spot. This position will require regularly travel to RtR provinces in Vietnam to support field office staff on technical implementing, monitoring, coaching; and interact with partners at all levels.

This position will be based in the country office and will report directly to the GEP Senior Program Manager.

Duties and Responsibilities:

- Program Design, Training and Implementation
 - Review Modules delivered by GO PDTA (Program Design Technical Assistance)
 - Involve actively in the process of contextualizing the Girls Education Program Design (GEPD).
 - Work with consultant for translation of the learning materials and activities (tools, handout...)
 - Work with GEP manager to design the training plan for GEP CO based on the modules designed by GO PDTA;
 - Work in collaboration with field staff (Field manager and GEP staff) to deliver the trainings as planned to field staff and social mobilizers as well as teachers and the project management board as needed. Ensure that they have adequate capacity to do the work as job required.
 - Follows-up implementation of GEP activities to make sure that the program are implemented at fields in accordance with guidelines and the program designs. Provides assistance to Program Manager in developing staff and partners' understanding of GEP design and implementation.
 - Ensures the quality of RtR program trainings. This includes designing and conducting trainings, as well as building the capacity of RtR staff or partner staff to conduct direct trainings and coaching.
 - Conducts an analysis to identify gaps for developing SM' skills in implementing activities.

- Provides technical assistance to the team and shares knowledge, experience and skills for developing manuals, training modules and documenting best practices.
- Management & Coordination
 - Support Program Officers' work through providing field training, workshop, monitoring, coaching and on the job training, as well as other necessary assistance to enabling them to fulfill program work requirement.
 - Plans internal technical workshops and meetings for staff.
 - Participates in any other activities, which may be required to fulfill the objectives of the organization.
- Planning, Reporting & Monitoring/Research
 - Follow up the delivering activities of GEP components at schools, provide coaching and feedback to field staff, social mobilizers and teachers to improve quality of the program activities.
 - Regularly visiting the project sites for technical supporting and monitoring the program activities.
 - Works with Field manager and Field staff for establishing GI and CI; work with RM&E to participate in the process of forming the technical monitoring & assessment forms and set up the monitoring and evaluation systems and procedures used to track progress against planned program outcomes.
 - Provide recommendations on improving the program's impact with particular focus on maximizing quality.
 - Periodically report to manager as the program is implemented, as well as after the field visit.
 - Timely assess GSD and discuss with field staff for enhancement of the program quality.
- External Coordination & Networking
 - Represents Room to Read by attending and speaking at relevant forums and advocates for the importance of GEP work at the provincial level.

- Liaises with other NGOs running similar programs to identify areas of knowledge sharing and possible collaboration.

Perform other duties as assigned by direct supervisor.

Qualifications

Required:

- Bachelor degree in related fields (ie. Education development, Psychology, Sociology, or related field)
- A minimum of five years of professional experience related fields, especially in life skills, community development.
- Strong knowledge and skills in organizing, facilitation and training. Experience in staff supervision, mentoring and coaching.
- Ability to travel frequently and work with children especially girls in rural areas.
- Advanced computer skills: MS. Word, Excel, Powerpoint, Internet search for materials and Outlook.

Preferred

- Good verbal and written communication skills in English and Vietnamese
- Work more effectively in problem solving
- Prior experience working with schools, teachers, administrators and government officials
- Good knowledge and understanding of education issues including teaching methodologies and community empowerment and development
- High commitment and trustworthy person
- Prior experience living and/or working in rural areas
- Enjoy working with community and helping people.

To be successful as a member of the Room to Read team, you will also:

- Have a passion for our mission and a strong desire to impact a dynamic non-profit organization

- Be an innovative and creative thinker - you are not afraid to try something new and inspire others to do so
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and require minimal direction
- Work well independently as well as part of a team
- Thrive in a fast-paced and fun environment

Expected starting: April 2017

Application Procedure:

Please send your Curriculum Vitae (in English) to HR department at hrvn@roomtoread.org

Application due: until the position is filled.

Due to the high volume of applicant response, not all applicants may receive a response from Room to Read. Only short-listed candidates will be contacted.

Room to Read is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds.