



財團法人 台灣兒童暨家庭扶助基金會
Taiwan Fund for Children and Families

Job Description:

- Title:** Coordinator (Hanoi office)
- Hours of Work:** Five days a week, 8am-12pm and 1 pm-5pm
- Salary:** 8,000,000VND-11,000,000/month (probation period 90% salary)
- Benefits:** Annual Leave, Social Insurance, Regular Attendance Bonus, Annual Bonus, Training, etc.

Organization Information

Taiwan Fund for Children and Families (TFCF), established in 1950, is an NGO aiming at helping children in need. Through variety of programs, from sponsorship to child protection, from early intervention to advocacy, TFCF has not only served a number of children but also initiated the social welfare system in Taiwan. As one of the biggest NGOs in Taiwan, TFCF sponsors 118,000 children in the whole world and has over 200,000 Taiwanese sponsors.

In order to assist needy children and families in Vietnam, TFCF has registered in 2014, the number of Certificate is 251, Besides Vietnam, TFCF has four oversea branch offices in Mongolia, Kyrgyzstan, Swaziland, Cambodia and Jordan.

Job Brief

We are looking for coordinator who have passion for making a better future for children in need. Join us to empower children of Vietnam and witness their growth! And we expect the new staff can join our working team **on 1st April 2019**.

Responsibilities

1. Visiting, evaluation and management of sponsored project;
2. Partnership coordinating and maintenance;
3. Children, families and community resource coordinating and maintenance;
4. Writing the report and management;
5. Designing and carrying out events and campaigns for Children, families and communities;
6. Regularly attend conference, training, read professional books, share experiences with colleagues, fulfill working experience in order to improve service skills, and instruct interns with the guidance of Employer.
7. Assist the administrative, general office management and public relations. Other Employer assigned tasks.

Requirements

1. Possess Bachelor degree in Social science, special education or education management related majors.
2. Fluently in Vietnamese, good skills of listening, speaking, reading, and writing in English. Skill of speaking Chinese is preferred but optional.
3. Work full-time (in Ha Noi)
4. License for motorbike is preferred but optional. (If not, you have willingness to learn driving and to get license in the future)
5. Must have own transport

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to the job for at least two years.

7. Use Microsoft Word, Microsoft Excel, Microsoft PowerPoint, internet, email
8. Be willing to work in impoverished and needy areas
9. Must have passion, empathy, sensitivity, problem solving skills, communications skills, and ability to work in teams.

Apply for the Position

Submit following documents to Ms. Kelly before 15th February, 2019.

1. Application form
2. CV/Resume
3. Scanned University Diploma/Certificate of graduation (fresh graduates provide transcript)
4. Date of interview: 22th February, 2019
5. Date of result: 18th March, 2019

Contact information

Ms. Kelly

Phone: 0776186526

Email: kl37@ccf.org.tw

Office Address: Room 10B1, DC Building 144 Doi Can, Doi Can Ward, Ba Dinh district, Ha Noi city

<https://www.facebook.com/TFCFVietnam/>

*if you have any question, welcome to contact us on working time. (8AM-12AM, 1PM-5PM, Mon-Fri)