



JOB TITLE: Program Team Lead

ABOUT US

Lawrence S. Ting Foundation (LSTF) was established in 2005 as a local NGO in Vietnam. So far it has supported more than 1.8 million underprivileged people across the whole country. We mainly provide support at the education and health sectors to people in need. Its major works include life skills training for students, improving quality education for children with disability, capacity building for teachers, wheelchair distribution to persons with disabilities and so on. Please find more information from our website: lstf.org.vn

Our focus on education and health remains as strong as ever and now we are looking for the Program Team Lead to deepen our commitments to support another one million of disadvantaged people in need through robust programming and innovation methods. Key duties of this position include but not limited to the followings:

JOB DESCRIPTION

1. WORKING CONTEXT

- **Location:** Ho Chi Minh City with frequent travels to the fields as required.
- **Job type:** Fixed-term/Regular
- **Report to:** Operations Manager
- **Job level:** Experienced
- **Staff directly supervised:** 3-4 staff with more than 10 project interns

2. JOB PURPOSE SUMMARY

Program Team Lead has the responsibilities of 1) contribute to the strategic planning of program development and impacts reached; 2) design programs/projects to expand education & health portfolios; 3) oversee the education and healthcare portfolios; 4) leadership and enhance quality of programming.

3. MAIN ROLES & RESPONSIBILITIES

1) Strategic planning (15%)

- Conduct research (desk reviews or field trips) to understand context needs from education and healthcare perspectives in the long term;
- Propose focus areas of future programming in order to contribute to organizational vision;
- Base on financial guideline with both incremental and zero-based budgeting methods to draft program budget plans;
- Contribute to annual review and planning works in achieving greater program impacts.



2) Program/project design to expand education & health portfolios (25%)

- Develop program proposals and design documents to reach greater social impacts with sustainability/innovation sounds. Taking into account a robust context understanding and feasibility and cost-effectiveness analysis is must-have;
- Develop multi-year implementation and budget plans to ensure the alignment with project design and expectations from local partners;
- Identify and establish program partnerships to prepare program roll-out as well as to leverage its impacts.

3) Education and healthcare portfolios supervision (35%)

- Oversee/supervise program implementation progress to attain annual goals, meanwhile, ensure the activity alignment with the approved work plans and budget. Propose solutions if identify any potential risks or uncertainties;
- Conduct regular quality assurance work for activity roll-out and then provide constructive feedback to the team for continuous improvements;
- Support the team in establishing/maintaining good local partnering to smooth activity roll-out;
- Support the team in communicating the annual workplan, R&R and budget plan to partners;
- Review and/or draft MOUs and other legal documents of program partnerships to ensure mutual benefits of all parties;
- Collaborate with communications/marketing function to enhance public awareness of LSTF programs.

4) Leadership, enhancing programming and others (25%)

- Strengthen team competencies in project management, DME, volunteer management with better efficiency and higher quality of work results;
- Support in establishing the accountability framework to drive efficient project management with better programming results;
- Monitor and evaluate productivity of existing human resource allocation (interns/volunteers) for each program;
- Support in resource mobilization, external partnership, donor engagement activities to leverage program impacts;
- Report regularly on program progress and escalate issues if occur any significant mis-alignments;
- Perform tasks assigned by the line manager.



4. QUALIFICATIONS & EXPERIENCES

- Bachelor's Degree in development, education, public health, social science or relevant field;
- Minimum 8 years of experience working in the NGO sector.

Essential skills and competencies

- Experience in team management with result-driven mindset;
- Robust experience in program design and management;
- Experience in engaging local authorities and various local stakeholders;
- Good communication, interpersonal and coordination skills;
- Work on own initiative with minimum supervision and to stay on multi-tasks under pressure;
- Highly organised with reliable attention to details;
- Outstanding analytical skills with basic research ability;
- Fluency in written and spoken English and Vietnamese;
- Good physical condition with ability to conduct field trips to the remote areas in the provinces from northern, central and southern of Vietnam.

Desirable skills and competencies

- Positive, open-mind with working attitude- thrive for excellence;
- Experience in innovative project design, business partnerships or corporate donor engagement would be an asset.

WHAT WE CAN OFFER

- A culture of thriving for excellence and creative thinking;
- Comprehensive compensation and benefits;
- Dynamic culture and motivate self-learning working environment.

HOW TO APPLY

Please send your CV and the cover letter in English with email subject “ **Application for Program Team Lead-candidate full name**” to admin@lstf.org.vn. Please note that applications will be reviewed on a rolling basis and the position will remain open until filled. We sincerely appreciate your interesting in this job opportunity but only shortlisted candidates will be invited for an interview.