

Vocational Training and Employment Officer

Saigon Children's Charity (saigonchildren) is a UK registered charity working exclusively in Vietnam. The vision for saigonchildren is to work towards the elimination of poverty in Vietnam through education. Our mission is that: *"Saigonchildren enables disadvantaged children in Vietnam to reach their full potential through receiving a quality education relevant to their needs."*

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. Saigonchildren has built up a reputation as a strong and effective NGO.

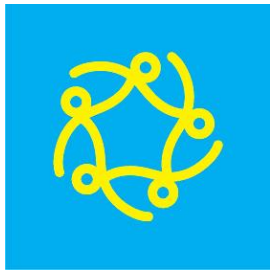
Saigonchildren builds schools where there are none or only the most basic provision; we provide scholarships and support to individual children from kindergarten to vocational training and third tier education; we also work with children with a disability and support the development of the local Vietnamese organisations that support them.

We are now looking for a **Vocational Training and Employment Officer**

Key role and responsibilities

The Vocational Training and Employment Officer is a member of Getting Ready For Work (GRFW) Programme reporting to GRFW Manager. The post holder's principle responsibilities include:

- Ensure that youngsters who are admitted into the programme are from genuinely disadvantaged background and that they want to take a vocational training and get a job but cannot do that due to financial deficiency of their families;
- Ensure that youngsters in the programme receive proper, good quality and in time support to fulfill their vocational training and have a job after all;
- Ensure that youngsters in the programme are followed up closely and are provided with counseling whenever needed;
- Ensure that all information relating to the youngsters are recorded, updated and documented timely and accurately;
- Ensure that the relationship and cooperation with local partners are nurtured to the highest satisfaction;
- Keep the Programme Manager updated of any problems arising for the youngsters and make suggestions to provide immediate and additional support through the Urgent Support Scheme to ensure the youngsters receive the support they need to continue their training.
- Closely cooperate with other members within the Getting Ready For Work Programme, especially Psycho-social Counselling and Life skills project to ensure the beneficiaries participate in life skill trainings and obtain necessary life skills.



Requirement

- Vietnamese national with a university degree in Social Work or related major
- A minimum of 3 years of work experience in social work activities, 2 working years in NGOs is preferable
- Preference for candidate who has experience working with disadvantage and vulnerable adolescence
- Good English written and verbal skills is favorable
- Ability to work independently and team work
- Good problem solving, compliance, negotiating and presentation skills
- Good time management and organizational skills
- Computer literacy

Contact and Deadline

- Please submit resume and cover letter to Ms. Kim Phung at phung@saigonchildren.com by 15 October 2018
- This position is for Vietnamese only.

We thank all applicants but only those selected for an interview will be contacted.