



Job posting

Program Coordinator

Humanitarian Services for Children of Vietnam (HSCV) is seeking a Vietnam National to fill the position as a Family Assistance Program Coordinator in Tay Ho, Ha Noi.

Responsibilities and Duties

The role of the Family Assistance Program Coordinator is to coordinate and implement the **Family Assistance Program** and to support the **Sponsorship Program**. Regular travel to rural areas is required to oversee program implementation and monitoring, however overnight visits are limited.

She or he will report directly to the FAP Program Manager and Executive Director.

The Coordinator will support other HSCV staff as needed. Additional tasks as assigned.

Scope of work and main responsibilities:

- Liaise with local authorities, service providers, families and children, and relevant agencies.
- Direct communication with Sponsors and Donors communications/relations
- Support program activities
- Conduct monitor and evaluate program activities
- Complete assigned reports in a timely manner
- Support the assessing of families in programs
 - Interview families on a yearly basis
 - Update family profiles
- Organize activities in the field
 - Travel to project sites and attend distributions and trainings
 - Analyze the project activities and make recommendations for project development based on information gathered from families, and local authorities

Start Date

A successful candidate can start immediately.

Minimum Qualification and Experience Requirements:

- Bachelor degree in Social work, Rural Development, Management, Public health, Education or Communications or related field
- Two years of work experience
- Experience working with NGOs, or other Non-profit organizations
- Proficiency in English

Preferred Skills/Qualifications:

- Strong computer skills: MS Office, internet and ability to learn new programs
- Financial & strategic-planning skills and experience
- Basic accounting skills
- Strong teamwork skills; conflict and problem solving skills
- Strong communication skills

Personal Traits of an Ideal Candidate

- Hard working and have genuine interest in helping others
- Commitment to social welfare awareness and possess a deep knowledge of social welfare issues
- Demonstrate high level of trustworthiness, honesty, empathy
- Determined, result oriented and ability to work under pressure
- Self-motivated and eager
- Effectively deal with local authorities at all levels

Compensation and Benefits

- Monthly pay depending on qualifications and previous experience
- Free lunch provided
- All travel expenses covered
- State Health Insurance provided
- Motorbike insurance provided after one year of employment
- Normal working hours are Monday – Friday from 8:30am – 5:00pm with lunch and breaks
- Some weekend and evening work is required
- National Holiday's off as well as 12 personal days in the first year, 22 days for every year after

How to apply

Send a Cover Letter, CV, letters of recommendation and any other supporting documents to Program Manager Mrs. Ngo Thuy Hanh, hanh@hscv.org. Application should be in English. Only short listed candidates will be contacted. No phone calls please.

Deadline and Starting Date

The Deadline for application is August 15th, 2020.

Applicants are encouraged to apply early as the post may be filled before the application deadline.