

JOB DESCRIPTION

Job Opening	Coordinator	Office	Hanoi, Vietnam
Type of employment	Fixed-term Contract		
Hours of Work:	Five days a week, 8am-12pm and 1 pm-5pm		
Benefits:	Annual Leave, social insurance, regular attendance bonus, annual bonus, relevant training session, etc.		
Background	<p>Taiwan Fund for Children and Families (TFCF), established in 1950, is an International NGO aim at vulnerable children and their family. 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.</p> <p>In order to assist needy children and families in Vietnam, TFCF Vietnam has been registered in 2014, the number of Certificate is 251. Besides Vietnam, TFCF has four oversea branch offices in Mongolia, Kyrgyzstan, Swaziland, Cambodia, Jordan and Philippines.</p> <p><i>TFCF's website: https://international.ccf.org.tw/</i></p>		
Position Overview	Responsible for managing several projects in sphere of education, child/youth right and protection, and social networking in order to achieve project goal, objectives and targets. Besides that, we are looking for a coordinator who understand how to support the design of project proposals and works with local authority, provide technical, project and financial management and manage a network of experts and/or partners.		
Criteria			
Qualification	Bachelor degree in relevant subject such as social work, sociology, international relations, public health, etc. department.		
Experiences	Minimum 1-2 years' work experience at an INGO/NGO/NPO is preferred.		
Core Competency	<p>We Need,</p> <ul style="list-style-type: none">• Projects management skill: Maintain and monitor project plans to meet our targets.• Finance management skill: Ensure project budgets and expenditures under well control. Besides that, comply with TFCF internal procedure as well as requirements from donors.• Word processing and paperwork skill: File management, archiving, office software and data recording skill.		

	<ul style="list-style-type: none"> • Language ability: Fluency in speaking, reading, listening and writing skill in English and good sense of Vietnamese. • Network resource capacity: Connecting the resource project needed and ensuring that the network has the resource it needs to impact. <p>We Value,</p> <ul style="list-style-type: none"> • To the environment: Be concerned the situation in Vietnam and the world; grasp and analysis of events and policies, especially for children's rights, INGO policies, international development trends and SDGs issues. And immediately give supervisors situation analysis and suggestions. • To the interaction: Communicate effectively; share information among others to reach a common understanding. Allow informed decision-making as a basis for coordination as well as quick and effective performance across the organization; be proactive in communicating and keeps the needs of the receiver in mind in particular internal and external stakeholders and clients; follow up on communications; engage in constructive 2-way feedback; listen actively and consult others as required before communicating. • To the assignment: Set high standards for quality of work; monitor and maintain quality of work; work in a methodical and orderly way; consistently achieve project goals; focus on the needs and satisfaction of internal and external stakeholders; accepts and tackles demanding goals with enthusiasm. • To the operation: Emphasize the rights of beneficiaries; adhere to service quality; possess the ability to discuss/question partners, government agencies and other organizations; and possess the ability to act, negotiate and resolve conflicts. Perform the highest standard to ensure child right in accordance with TFCF mission and vision.
Others	<ul style="list-style-type: none"> • Work full-time and Commit to the job for at least two years. • Ability to travel locally, regionally and/or internationally. • Be energetic self-starter with resilience, fast pace, interpersonal skills. • License for motorbike and possess own transport.
Apply for the Position	
Application information/time	<p>Submit all following documents to Office Administrative Associate Huynh Hai Yen (Ms.) before 15th October, 2020, at 23:59.</p> <ol style="list-style-type: none"> 1) TFCF VN Application for Employment (annex) 2) CV/Resume 3) Scanned University Diploma/Certificate of graduation, and transcript for fresh graduates. 4) Letter of recommendation (Provided by the last job direct supervisor)

	<p>and university teacher)</p> <p>5) General medical examination report within 6 months.</p> <p>6) A Copy of Driver License (Front and Back)</p> <p>7) A Copy of ID (Front and Back)</p>
Contact person	<p>Office Administrative Associate, Huynh Hai Yen (Ms)</p> <p>Tel:(+84) 28-3547 0229</p> <p>Working time: 08:00-12:00&13:00-17:00, Mon-Fri</p> <p>E-mail: yenhuynh@ccf.org.tw</p>
Interview information	<ul style="list-style-type: none"> • The interview and written test date: 20th or 21st October, 2020. You will be informed via email while interview agenda is scheduled, plus, we will not accept video interviews. • Time: Interview will be conducted in accordance with notification agenda. If you need to adjust, please do not hesitate to contact our Office Administrative Associate immediately. • Interview location: Room 10B1, DC Building 144 Doi Can, Doi Can Ward, Ba Dinh district, Ha Noi city (TFCF VN Hanoi office) • Tel: 0776186526 • Date of result: Predetermined before end of October. We will only notify the interview results via email to those who are qualified. Therefore, please ensure your email address's function and correctness.