



Job title: CSP Childcare Coordinator (Full-time)

I. ORGANIZATION BACKGROUND:

Since arriving in Vietnam (1989) and Mongolia (1997), Christina Noble and her foundation have established over 160 projects providing education, healthcare and community development humanitarian services to vulnerable and destitute children and their families and poor rural communities. To date these projects have assisted almost 900,000 children and collectively have impacted the lives of over 1,000,000 children and adults.

II. JOB PURPOSE:

The CNCF Child Sponsorship Programme (CSP) aims to assist and encourage young street children and children from disadvantaged families to gain an education and continue their schooling since 1997. Most of these children are at high risk of dropping out due to the extreme poverty in which they live, and the subsequent pressures they face to earn a living to help support their families

Reporting directly to Project Manager, CSP Childcare Coordinator oversees and provides technical support to the project in charge: Child Sponsorship Program (CSP). Furthermore, she is mainly in charge of ensuring childcare services to children as well as coordinating trainings for beneficiaries under CSP Programme.

III. JOB RESPONSIBILITIES:

- To support PM to ensure project life span from planning, monitoring, and reporting to evaluation and their services.
- To facilitate and build rapport relationships with children and families in the program.
- To deal with challenging cases referred by project officers.
- Be responsible for the implementation of CNCF Social Work Handbook by CSP team.
- Provide technical assistance and guidance to project officers in terms of working with children and families.
- Be responsible for planning and organizing training activities which are essential for CSP beneficiaries as well as CSP team.
- To maintain and build up relationship with existing or new local authority partner.
- Other supports to the development and children of the Foundation required by the Board of Management.

IV. JOB REQUIREMENTS:

- Bachelor Degree in Social Work, Sociology, Education or related fields
- More than 04 years of experience in social work/case work
- Good command of English, especially writing.
- Excellent communication skill both in writing and speaking
- Good command of computer skills
- Leadership skill
- Team work spirit and ability to work within team environment
- Commitment to results
- Flexible thinking
- Problem-solving oriented thinking

Preferably

- Over 27 years of age



CHRISTINA NOBLE CHILDREN'S FOUNDATION

JOB ADVERTISEMENT

- Knowledge in social project management
- Knowledge of Vietnam socio-economic situation
- Good sense of figures

V. HOW TO APPLY

Interested qualified candidates are invited to send their detailed resumes and cover letters with photo in English, including copies of relevant degrees, certificates to:

Office Manager (Ms Thanh Vo)
The Christina Noble Children's Foundation
38 Tu Xuong Street, District 3, HCMC

Or to email: thanh.vo@cncf.org

* We thank all applicants but only short-listed candidates will be contacted for an interview.

V. DEADLINE FOR SUBMISSION

30 March 2021.