

Taiwan Fund for Children Families-Vietnam Office

JOB ANNOUNCEMENT

Job opening	Project Officer
Working location	<ul style="list-style-type: none"> ■ Majoring work location is Hanoi - Office address: Room 10B1, DC Building - 144 Doi Can, Doi Can Ward, Ba Dinh District, Ha Noi. ■ According to job description, employee needs to take field trip irregularly.
Employment duration	<ul style="list-style-type: none"> ■ Probation period: 2 months. ■ 2 years contract with possibility of renewal that subject to a satisfactory performance assessment after two-month probation period.
Working hours	Five days a week, 8am-12pm and 1 pm-5pm
Salary and Benefits	<ul style="list-style-type: none"> ■ Competitive salary in local currency. ■ Annual Leave ■ Social & health insurance ■ Regular attendance bonus ■ Annual bonus (also known as performance reviewed bonus) ■ Relevant in-service training
Application closing date	22 nd April, 2022. Vietnam time <i>before 23:59</i> .
Interview date	5 th to 6 th May, 2022.
About the organization	
<p>Taiwan Fund for Children and Families (TFCF), established in 1950, is an International NGO aiming at vulnerable children and their families. 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 113,000 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. Other than Vietnam, TFCF has another 6 oversea branches in Mongolia, Kyrgyzstan, Swaziland, Cambodia, Jordan and Philippines.</p> <p>TFCF's website: https://international.ccf.org.tw/</p>	
Duties and Responsibilities	
<p><i>In general, TFCF Vietnam's Project officer is 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, we are looking for a project officer who understands how to support the design of project proposals and works with local authority,</i></p>	

provide technical, project and financial management and manage a network of experts and/or partners. Key duties and responsibilities are below:

- **Projects assessment, management, and coordination:** Responsible for overall program management of the TFCF Vietnam annual programs work. Supervise a team composing of TFCF internal officer(s), external co-partner(s), intern(s)/fellow(s), and ensure the quality of program's delivery. Coordinate with other program on program-related matters and other organizational activities;
- **Planning and budgeting:** Revise and regular update the program plan and its budget periodically in line with community development plan and its effectiveness.
- **Program implementation:** Lead and coordinate the project implementation of activities in a cost-effective and feasible way. Responsible for conducting activities in match with the organizations and program's goals.
- **Monitoring, evaluation, and reporting:** Coordinate and regular monitor and evaluate program's plans and budget.
- **Finance management:** Ensure project budgets and expenditures under well control. Besides, comply with TFCF internal procedure and requirements from donors.
- **Other tasks:** Implement other relevant assignment (activities, program, project) as assigned by TFCF management.

Basic qualifications and Essential and Desirable selection criteria

Essential selection criteria

- Bachelor's degree or higher in relevant subjects such as social work, sociology, international relations, public health...etc.
- Understanding the overall social welfare situation as well as child rights, community development situation in Vietnam's urban, suburban and remote regions.
- Ability to work successfully as a team leader in a multicultural and demanding working environment with cross-program, cross-sector (local government/co-partner/stakeholders) coordination.
- Program and Project designing, planning, monitoring, controlling and operation, and co-ordinating skills.
- Ability to work under pressure, multi-tasking, well manage paperwork and meet deadlines.
- Good communication skills in English.
- Good reporting awareness and report-writing/Verbal reporting skills to management level in English.

Desirable selections criteria

- Good understanding the history and work of TFCF and TFCF Vietnam.
- Minimum 2-3 years' work experience in the field of social welfare and community environment development.

Apply for the Position	
Application procedures	<p>Email all following documents with the subject line of “TFCFHNO – Candidate’s name” to our Communication and Office Administrative Associate Huynh Hai Yen (Ms.) before April 22nd - 23:59PM.</p> <ol style="list-style-type: none"> 1) TFCF VN Application for Employment (attached) 2) CV/Resume 3) Scanned University Diploma/Certificate of graduation, and transcript for fresh graduates. 4) Letter of recommendation with signature (provided by the most recent job direct supervisor or university professor)
Contact person	<p>Communication and office Admin Associate, Huynh Hai Yen (Ms.) Office Tel: (+84) 28-7303 2332 Office working time: 08:00-12:00 & 13:00-17:00, Mon-Fri Office E-mail: yenhuynh@ccf.org.tw</p>
Interview information	<ul style="list-style-type: none"> • The interview and written test: 5th to 6th May. You will be informed via email once interview agenda is scheduled. Plus, we will not accept video interviews. • Interview location: Room 10B1, DC Building - 144 Doi Can, Doi Can Ward, Ba Dinh District, Ha Noi city (TFCF VN Hanoi office) • Date of result: Candidate shortlist would be determined after one week of interview. We will only notify the interview results via email to the qualified candidate. Therefore, please ensure your email address’s function and correctness.