



JOB DESCRIPTION

Early childhood Project Coordinator

Project : “Investing in Early Childhood Development to fight poverty”

Planète Enfants & Développement (PE&D) is a French Non-Governmental Organization (NGO) founded in 1984 to protect children from violence and exploitation and create conditions conducive to their wellbeing and development. PE&D implements projects centered on children, their family and community. PE&D is today recognised for its experience in the field of early childhood as well as maternal and child health, social work, and protection against violence. Present in Vietnam since 1992, PE&D has been implementing for more than 15 years education projects for ethnic minority groups in North Vietnam and then moved to the South in 2011 to work on urban poverty issues especially in HCMC.

Since July 2021, PE&D has been working with the Ho Chi Minh City Children's Rights Protection Association (HACRP) to implement the project “Support comprehensive Early Childhood Development efforts for families and communities in Ho Chi Minh City”. The general objective is contributing to support (together with the State) children up to 6 years old to develop well physically, intellectually and spiritually ; and to have equal access to comprehensive qualitative care services in order to realize the rights of children and contribute to the development of human resources for the country. This project is implemented in 2 districts: Thu Duc and Tan Phu.

REQUIREMENTS

The person completes the PSEA on sexual exploitation.

The person ensures compliance at all times with the International Convention on the Rights of the Child.

The person assistant always acts in the best interests of children and their families.

The person assistant will have to ensure the integrity and confidentiality of the information provided by beneficiaries.

The person assistant respects closely the method and procedures of the project.

The person assistant complies with internal regulations of the organization and signs PE&D's Code of conduct.

MAIN RESPONSIBILITIES

The Early Childhood Project Coordinator will work directly with local partners, particularly HACRP, local authorities such as DOLISA and DOET, and project beneficiaries.

S/he will work under the supervision of PE&D's Country Director in Vietnam.



MAIN RESPONSIBILITIES

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The position reports to the Country Director of PE&D in Vietnam.

MAIN RESPONSIBILITIES

1. Project Implementation and Development

- Plan, coordinate, and implement all project activities in accordance with the project framework
- Ensure effective coordination with the local implementing partner.
- Guarantee that project objectives are met in terms of both quality and quantity : S/he is a driving force for proposing new ideas, adjustments.. if necessary
- Develop and monitor tracking and evaluation tools.
- Monitoring and evaluating activities and results achieved.
- Be regularly present in the field, particularly on weekends (as most activities take place during this time).

2. Project Team Management (3 team members: 1 project officer, 1 senior social worker, 1 civic service volunteer)

- Supervise, motivate, support and organize the team's work.
- Plan activities with team members and provide daily follow-up.
- Mobilize external expertise needed for the project.

3. Logistics, Administrative and Financial Management, and Fundraising

- Oversee project logistics.
- Monitor the budget in collaboration with the finance manager (plan and control expenditures based on approved budgets).
- Draft activity reports for donors and authorities, ensuring adherence to required formats and deadlines.
- Prepare PE&D's annual activity report related to the project.
- Actively participate in fundraising efforts (draft proposals)

4. Communication, Coordination, and Knowledge Sharing

- Coordinate with various technical, financial, and institutional partners, as well as local and national authorities.
- Oversee and renew partnership agreements.
- Facilitate experience-sharing and dialogue with other early childhood actors in Vietnam (NGOs, international organizations, etc.).



- Support and collaborate with local partners, particularly in capacity-building activities.
- Conducting capitalization missions;
- Actively participate in internal and external communication activities.

REQUIREMENTS

Education:

- Master's degree in political science, social sciences, business administration, or international development.
- A diploma in early childhood is an asset

Experience:

- Minimum 5 years of experience in the NGO/nonprofit sector.
- At least 3 years of experience working on projects related to early childhood, education, or social work.
- Minimum 3 years of experience collaborating with local partners and authorities.

Technical Skills:

- Excellent Vietnamese and English language skills, both written and spoken.
- Strong project management and team leadership experience.
- Excellent oral and written communication skills.
- Proficiency in digital tools and software (Word, Excel, PowerPoint, Canva, etc.).
- Availability to work evenings and weekends as required.

Personal Qualities

- Strong organizational skills, attention to detail, and autonomy.
- Creativity and ability to adapt to a changing environment.
- Strong commitment and working capacity.

Position Details

- Full-time position, based in Ho Chi Minh City.
- Regular work during evenings and weekends.

APPLICATION PROCESS

Please send your CV and motivation letter in English to:
julia.levivier@planete-eed.org