

Job Title: Programme Officer (Education)

Please send your CV and the cover letter in English to Email:

lstf@lawrencestingfund.org with quoting the position title in the subject of your email.

Lawrence S. Ting Memorial Fund (LSTF) was established in 2005 as a local NGO in Vietnam. So far it has supported with more than one million underprivileged people across the whole country. LSTF mainly provides services and support at education and health sectors to people in need. Its major works include scholarship and IT equipment provision at schools, capacity building for teachers, life skills training for poor pupils, wheelchairs distribution for people with disabilities, the support of medical supplies to health centres and so on. These works have been done through various partnerships with local authorities, Red Cross, MedShare, universities and other Civil Society Organizations. After continuous efforts made in the past 13 years, the organisation has been widely recognized by the government of Vietnam at the district, provincial and country levels.

Now our focus on education and health remains as strong as ever but we hope to deepen our works through robust programming and innovation, thereby bringing catalytic changes in Vietnam.

You can find more information from our website: <http://www.lawrencestingfund.org/main>

WHAT WE CAN OFFER

- Competitive salary and benefit
- Social, health and unemployment insurance according to Labour Laws
- Dynamic and learning working environment

JOB DESCRIPTION

1. WORKING CONTEXT

- **Location:** Ho Chi Minh City with frequent travels to the fields as required.
- **Type of contract:** Fixed-term/Regular
- **Report to:** Operations Supervisor
- **Job level:** Experienced (non-manager)
- **Staff directly supervised:** None

2. JOB PURPOSE SUMMARY

Programme Officer has the responsibility in supporting the development and

implementation of education programmes, focusing on two pillars: 1) entrepreneurship; 2) quality of education. Meanwhile, he/she has to support in resource mobilization and marketing related works.

3. MAIN ROLES & RESPONSIBILITIES

1) Programme Management (design, planning, implementation, monitoring and evaluation)

Design & Planning

- Conduct data collection to initiate new projects so as to meet the need gaps of targeted beneficiaries.
- Support line manager in drafting the annual implementation plan (along with budget plan), in coordination with relevant programme partners.
- Review partners' work plans and budget so as to ensure they are in line with project design and agreement.
- Review concept notes/proposals/fund requests from potential partners with recommendations.
- Review and/or prepare MOUs and other legal documents of related partners with recommendations.

Implementation & Monitoring

- Act as a focal point to manage daily contact and conduct regular monitoring visits to supervise and support partners on activities implementation.
- Coordinate scholarship related activities together with other partners.
- Provide technical support and capacity building to implementing partners via regular monitoring visits or meetings.
- Monitor the progress of programme/project implementation and spending status to ensure the alignment with the agreed work plans. Advise line manager if identify any potential risks or issues.
- Prepare and disseminate guidance, manuals or hand-on experience documents to concerned bodies so as to build their capacity.

Learning & Reflection (Evaluation)

- Participate in programme/project review meetings and/or evaluation exercises to improve the quality of activity implementation.
- Prepare quarterly semi-annual and annual reports together with implementing partners (for programming purpose).
- Coordinate with finance specialist in preparing the project spending reports (semi-annual basis) for approval.

2) Support in Resource Mobilization and Marketing

- Develop at least 2 concept notes/proposals per year according to the need gaps and donor interesting.
- Strengthen donor relationship through providing donor services (e.g. donor visits and other purposive engagements).
- Collect data to support proposal writing and grants acquisition.
- Identify and prepare at least three beneficiary stories per year for external communications.
- Support line manager to prepare progress reports for donors or sponsors on a regular basis (external communications).

3) Data Management and others

- Maintain database and records for all projects related information for both programming and marketing purposes.
- Coordinate all logistical issues for visits, project activities and other related tasks.
- Assist and provide information within his/ her responsibility to the line manager in the development of the Annual Plan and Annual Report if required.
- Actively build partnerships with local authorities and other relevant stakeholders.
- Perform tasks assigned by the line manager.

4. QUALIFICATIONS & EXPERIENCES

- University degree in global development, social science or any relevant field.
- Minimum 3 years of experience working in the NGO sector, preferably in education related programmes.

Essential skills and competencies

- Experience in programme/project design and management.
- Experience in proposal writing for grant projects.
- Outstanding analytical skills with a strong background in basic research.
- Good communication and coordination skills.
- Work on own initiative with minimum supervision and to stay on task.
- Excellent management of competing priorities and work under pressure.
- Highly organised with reliable attention to details.
- Fluency in written and spoken English and native/national language.
- Good computer skills; MS office
- Ability to travel to different provinces.

Desirable skills and competencies

- Experience in innovative education programme/project is an asset.
- Positive and constructive working spirits- ability to thrive for excellence.
- Ability to do presentations, networking, influencing and interpersonal.
- Work in diverse circumstances in a culturally appropriate manner.