

# Head of Program

## PURPOSE OF THE POSITION

As the Head of Program, you are responsible for leadership, management and supervision of all program and monitoring, evaluation & learning (MEL) activities for ChildFund Vietnam (hereafter referred as ChildFund). You will have a key focus on ensuring program quality and alignment with relevant sector guidelines and best practice. As a Senior Management Team (SMT) member, you will also be an active contributor to the direction and coordination of the Country Office, contributing to the reputation of the ChildFund in Vietnam's work as a thought leader in its specialist areas of focus: child rights and child protection, education, health and wellbeing for children.

### KEY DUTIES

- Ensure the delivery of high-quality programming in line with the objectives of the country strategy including building capacity of partner organisations and staff needed;
- Provide leadership and overall coordination of ChildFund Vietnam's development programs, ensuring strong project cycle management across the design, implementation, monitoring and evaluation of projects;
- Provide program leadership support to the Country Director and play a key role in the implementation of and ensuring compliance of ChildFund Australia's policies and strategies in Vietnam;
- Take a lead role in developing the strategy, policies and documentation in the area of program and project management in Vietnam;
- Ensure ChildFund Vietnam sectoral programs and projects complement and are in synergy with key government directions and international good practice and seek to redirect projects as required;
- Represent /or attend national, regional and international fora to showcase ChildFund Vietnam programming and advocate to relevant government departments and program counterparts;
- *Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

### ESSENTIAL QUALIFICATIONS & EXPERIENCE

- Bachelor degree in management or development field or other relevant fields;
- More than five years' experience in senior roles, in both international and national context, taking responsibility for high-level program/project development, management, implementation and monitoring;
- Experience in managing development activities with staff of varying levels of experience and ability;
- Experience working in partnership with and planning goals to closely support and link with national, provincial and district planning processes (timeframes, key documents, future initiatives);
- Strong understanding of the situation facing children, youth, families and communities in developing communities, and of appropriate responses;

### DESIRABLE QUALIFICATIONS & EXPERIENCE

- Master Degree or higher in development perspectives, development approaches and development activities;
- Experience working at the field level as well as high-level representation with national government, donors, UN, NGO (international and national) personnel and departments.

### SKILLS

- Broad, up-to-date knowledge of laws, practices and authority system related to the development field;
- Strong leader and role model, supporting others in achieving their goals;
- Excellent communication, conflict resolution & negotiation skills;
- Appealing presenter and facilitator;
- Strong people and team management;
- Coaching and mentoring;
- Change Champion;
- Excellent English skills.

### CHILD FUND AUSTRALIA'S VALUE

Commitment to ChildFund Australia's values –  
Respect, Integrity, Collaboration, Change,  
Empowerment & Excellence

**Department:** Program

**Location:** ChildFund Australia Representative Office in Vietnam, Level 5, 127 Lo Duc, Hai Ba Trung District, Hanoi, Vietnam

**Employment:** Full-time, initial three-year employment, with option to extend upon mutual agreement.

**Reports to:** Country Director

**Other Information:** must have criminal background check before joining the organisation

**Please apply at:** [Work with us - Employment Opportunities at ChildFund Vietnam](#)





## ORGANISATIONAL CONTEXT

ChildFund Vietnam is the representative office of ChildFund Australia – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and works in partnership to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Projects are implemented in the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where most people are from ethnic minority groups; often the most vulnerable or marginalised sections of the population.

ChildFund Vietnam’s projects focus on child rights and child protection, education, health, and wellbeing for children. ChildFund Vietnam also prioritises building the resilience of young people, by giving them the opportunity to take part in sports, life skills learning, and supporting their participation in local decision-making processes.

## HOW WE VALUE YOUR CONTRIBUTION

### Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Leave

You will have access to 15 days of paid annual leave in the first year of service. From the second year onwards, leave entitlement is 20 days plus one additional day for every 5 years of service. You are also entitled to personal/carer’s leave, paid parental leave, school leave, child sick leave, study leave and bereavement leave.

### Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversations between yourself and your manager about maintaining work-life balance.

### Health Care Insurance program

We provide 24-hour coverage for Comprehensive Health Care insurance for all ChildFund Vietnam staff, including In-patient (Hospital & Surgical Insurance), Personal Accident Insurance and Outpatient Treatment Insurance. This program is also extended to family members depending on staff’s tenure with the organisation.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

### Internal Social Welfare

ChildFund aims at creating a working environment and organisational culture where staff feels valued and cared for. We offer a comprehensive program of internal welfare activities, including monthly birthday celebrations, gifts for weddings and new born babies and quarterly team building activities (“Good Friday”).

**OUR VISION:** A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

**OUR MISSION:** We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund Vietnam  
you will be  
contributing to every  
child being able to  
play, learn, and grow.