

# Social and Emotional Learning Technical Program Officer

## PURPOSE OF THE POSITION

As the Social and Emotional Learning (SEL) Technical Program Officer, you are responsible for the systematic and consistent application of program approaches, program descriptions, topics, and technical models in the project management cycle. You are also responsible for the quality, progress, output and efficiency of projects for the assigned area, 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

- Manage and provide technical support to the implementation of the SEL outcome of the project 'Safe and Supportive Semi- boarding Schools for students in Bac Kan and Cao Bang' including monitoring, data collection and update to the system, reporting and evaluation;
- Work with Specialists, Provincial Manager and different stakeholders to analyse and select technical solutions/interventions during the development and implementation of projects;
- Pay frequent field visits to give direct technical support to the SBS's Project Officers at the projected areas;
- With the support from SEL Advisor, develop the SEL framework for Vietnam's projects, design and deliver training on SEL to ChildFund Vietnam's staff, local partners and ensure SEL framework and integration active in project development;
- Provide technical input into the development of new education proposals and support education program advocacy action under the supervision and guidance from Education Specialist;
- Contribute to knowledge management by documenting lessons learnt and sharing information with relevant stakeholders;
- Participate in SEL and education technical workshops, networking events for both learning and advocacy purpose;
- *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

- University Degree in relevant field related to the technical area (education, social work, psychology);
- At least 3- year experience participating in SEL or Education projects.
- Experience with donor-funded projects and managing development projects, programs in ethnic minority or rural areas;
- Experience in developing and delivering training curriculum for adults and children;
- Experiences in youth leadership and partnership development

### DESIRABLE QUALIFICATIONS & EXPERIENCE

- Knowledge of overall context of development activities in Vietnam particularly with regard to education policies and innovation
- Understanding of living conditions in different areas of Vietnam

### SKILLS

- Good training and facilitation skills;
- Good skills in organising and providing trainings;
- Excellent time management skills to perform multi-tasks at a same time and met deadlines
- Excellent English skills
- Ability to undertake detailed activities with accuracy
- Ability to work independently to deliver ideas for work building and development;
- Good computer literacy and familiar with software packages under Windows and E-mail

### CHILDFUND AUSTRALIA'S VALUES

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, 3-year employment agreement

**Reports to:** Education Specialist

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

**Please apply at:** [https://www.childfund.org.vn/working\\_with\\_us/](https://www.childfund.org.vn/working_with_us/)





## 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 over 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 with local government and civil society, as well as children, their parents, caregivers and communities to create lasting change, respond to humanitarian emergencies and promote children’s rights.

Projects are implemented in the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of 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.