

Education Specialist

As the Education Specialist, you are responsible for directing, guiding and quality assuring strategy, technical and staff capacity building in aspect of the Education portfolio of projects and for acting as the focal point for ChildFund Vietnam on SEL, 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 well-being for children.

KEY DUTIES

- Lead strategic direction, research and coordination for the development and growth of the project portfolio addressing Education technical areas (focusing on teaching methodology, early childhood education, and);
- Provide technical oversight and leadership on Education across the whole ChildFund program, working closely with other technical specialists to ensure necessary education consideration in WASH, health, child protection and SEL programming;
- Manage and provide leadership to the Project team, including all personnel management and staff capacity building activities. Provide necessary support and training to those personnel and partners to maintain optimal project operation;
- Provide guidance to the Project team in developing and executing project implementation plans, managing project budgets, overseeing Monitoring & Evaluation (M&E) processes, and ensuring timely preparation of all internal and external project reports. This includes assisting with the creation of project work plans, monitoring financial expenditure, and supporting officers to meet key performance indicators and compliance standards;
- Work closely with the Program Manager, Business Development Manager and Education Advisor (Sydney) on project pipeline planning and proposal development to promote networking and grant funding opportunities for Education, as well ensure a consistent and cohesive portfolio of education projects responding to Government policies and community needs;
- Lead the quality control and monitoring of education project implementation at all levels, including delivery of training and development of technical and communications products; Coordinate and consolidate ChildFund's evidence-based reports with lessons learned from our project for our learning environment promotion. (Project Monitoring, Evaluation & Learning);
- Promote gender and disability inclusions across the whole ChildFund program;
- Strengthen partnerships at the provincial, district, and national levels by actively engaging with government bodies, local authorities, and other key stakeholders. This includes building collaborative relationships, coordinating with education departments and local agencies, and ensuring alignment with local and national education strategies and priorities;
- Represent and promote ChildFund Vietnam at relevant national and international forums, sharing and learning on Education, child and youth development, and support communication and advocacy initiatives related to ChildFund's education work.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- University qualification in education/ social science/ development;
- Minimum 5-year experience working with an INGO or UN agency in a technical and/or project management role;
- Experience must include direct responsibility for working across the program management cycle, from project development to managing implementation, monitoring and evaluation;
- Experience with donor-funded projects and managing development projects, programs in remote or rural areas;
- Demonstrated experience with child and youth centred development programs;
- Experience with programs in remote or rural areas and / or project management in rural areas;
- Experience in partnership development and representation at all levels; Experience in business development, preparing project proposal and reports.

DESIRABLE QUALIFICATIONS & EXPERIENCE

- Postgraduate or equivalent;
- Strategy and financial management;
- Change management experience, with a focus on driving innovation and new approaches in project development;
- Strong understanding of the education context in Vietnam, such as policies, stakeholders, key issues, and challenges.

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.

SKILLS

- ✓ Outstanding knowledge of educational theories, practices, and curriculum development;
- ✓ Proven leadership skills, with the ability to inspire and guide teams toward achieving innovative solutions and goals;
- ✓ Excellent interpersonal and relationship building skills;
 - ✓ Good communication (and cross cultural communication), teamwork, critical reflection;
- ✓ Strong conflict resolution, negotiation, and creative problem-solving abilities;
 - ✓ Good people & team management;
- ✓ Ability to represent ChildFund and advocate on issues and position papers;
 - ✓ Good presentation and facilitation skills;
- ✓ Excellent written and spoken Vietnamese and English;
 - ✓ Change champion;
- ✓ Coaching and mentoring capabilities, with a focus on fostering creativity and leadership within the team.

CHILDFUND AUSTRALIA'S VALUE

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

Department: Program

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

Employment: Full-time, 3-year term of employment with the possibility of renewal

Reports to: Program Manager

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

Please apply at: <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 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-

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.

