

# Youth Empowerment and Innovation (YEI) Officer

The Youth Empowerment and Innovation (YEI) Officer is responsible for identifying, designing, and advancing innovative, youth-centered initiatives that empower young people and amplify their voice. This role contributes to resource mobilization effort and partnerships to support scalable innovations that address emerging challenges faced by adolescents and young people. Working under the strategic guidance of the Program Manager and in collaboration with program team, youth networks, and external partners, the YEI Officer leads technical inputs, coordination, and implementation for assigned initiatives, exploring emerging thematic areas, contributes to partnerships development, and co-creates solutions with and for youth. The overall objective is to expand ChildFund's relevance and impact in the youth development space and contribute to long-term sustainable change for children and young people in Vietnam.

## KEY DUTIES

- Lead the technical design and coordination of innovative, youth-focused projects in collaboration with youth networks and key partners.
- Identify emerging development trends and thematic opportunities (e.g., digital transformation, environmental sustainability, mental health, youth empowerment, climate change) and provide analysis and recommendations for consideration by the program team.
- Work closely with program team to support the integration of youth engagement approaches across ChildFund's proposals, ensuring alignment with the organisational commitment to building youth resilience and leadership.
- Proactively support the identifications and development of relationships with corporate partners, youth networks, social organisations, and innovation hubs, contributing to the exploration of new collaboration models.
- Identify and propose opportunities to leverage youth-focused initiatives to attract corporate sponsorships and enhance ChildFund's visibility within Vietnam's private sector.
- Coordinate and support the end-to-end implementation of assigned youth-focused projects, including monitoring, documentation and reporting, to ensure timely delivery and compliance.
- 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 and comply with ChildFund's child safeguarding and PSEAH policy and procedures at all times.
- *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's degree in a relevant discipline such as Development Studies, Public Health, International Relations, Business Administration or Communications. A Master's degree is preferred.
- At least 5 years of experience in proposal development, fundraising support, partnership coordination, or project management in similar settings.
- Demonstrated experience in developing and implementing youth-focused or youth-led projects or campaigns, including building transformative partnerships with youth-led networks and organisations.
- Proven success in or experience contributing to the design, pitching, and implementation of donor-funded projects supported by foundation, or corporate donors.
- Strong initiative and problem-solving mindset, with experience contributing creative and context-relevant fundraising initiatives.
- Familiarity with Vietnam's private sector landscape and experience supporting corporate engagement in CSR/ESG or philanthropic initiatives.

## DESIRABLE QUALIFICATIONS & EXPERIENCE

- Understanding of key cross-cutting themes such as gender equality, disability inclusion, and climate action is an advantage

## SKILLS

- Excellent communication and negotiation skills in both Vietnamese and English (written and verbal).
- Demonstrated capability in contemporary child and youth participation methodologies.
- Ability to design compelling concept notes, proposals, and pitch decks tailored for corporate audiences.
- Strategic thinking with strong analytical, planning, and project management abilities.
- Demonstrated ability to work independently and collaboratively across cross-functional and cross-cultural teams.
- Deep commitment to child rights, youth empowerment, and ethical partnership standards.

## 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, 1-year term of employment

**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 11 child-focused development and humanitarian organisations reaching nearly 36 million children and their family members 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 children and young people in vulnerable situations, to assert and realise their rights.

Projects are mainly 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 and marginalised sections of the population. ChildFund Vietnam also implements nationwide projects that provide support to both formal and informal systems at national and provincial levels.

ChildFund Vietnam's projects focus on child rights and child protection, education, health, and wellbeing for children. ChildFund Vietnam 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.**