

## Job Posting: Youth Investment Program Manager

**Position:** Program Manager

**Duty Station:** HSCV Office, Dong Da, Hanoi, Vietnam, with trips to rural project areas in Northern Vietnam

**Working Hours:** Full-time M-F, some evenings and weekends required

**Start Date:** ASAP

---

### About Us

Humanitarian Services for Children of Vietnam (HSCV) has been dedicated to improving the lives of children, women, and families in rural Vietnam for over 20 years. Our programs focus on providing education and vocational opportunities, infrastructure development, improved living standards, and fostering economic empowerment.

At HSCV, we are passionate about advancing gender equality and advocating for the fundamental rights of children and women. We believe in the power of grassroots engagement to build inclusive communities where everyone has the opportunity to thrive.

To learn more about our work, visit [www.hscv.org](http://www.hscv.org).

---

### Position Overview

We are seeking a passionate, strategic, and experienced Youth Investment Program (YIP) Manager to lead HSCV's youth initiatives. The YIP Manager will be responsible for designing, managing, and scaling programs that support youth development—including scholarships, mentorship, life skills training, and family engagement.

A key focus of the role is the design, implementation, monitoring, and expansion of our Blossom Clubs—safe, supportive spaces for adolescents in rural secondary schools. This role will also lead a small, dedicated team and work closely with our Family Investment Program (FIP) Manager to ensure integrated support for families and youth.

## Key Responsibilities

- Lead the day-to-day operations and strategic direction of the Youth Investment Program (YIP).
- Oversee and expand Blossom Clubs in rural secondary schools, including activity planning, school coordination, and monitoring outcomes.
- Manage HSCV's scholarship program and ensure students are supported holistically.
- Collaborate with families to strengthen parental engagement and life skills support.
- Supervise and mentor YIP staff, volunteers, and interns.
- Design and manage program workplans, budgets, and timelines.
- Develop and implement a robust Monitoring & Evaluation (M&E) framework to track progress and impact.
- Build and strengthen partnerships with schools, local officials, and community organizations.
- Support proposal development and donor reporting in collaboration with the Grants Manager.
- Contribute to HSCV's overall program strategy and cross-program collaboration with the FIP Manager.

## The Ideal Candidate Will Be:

- Self-driven, passionate, and committed to creating meaningful impact.
- Experienced in working with youth and communities in rural settings.
- Knowledgeable of social welfare and societal issues and skilled in various tactics to address the needs at the individual, household and community levels.
- Able to manage multiple projects while keeping a clear strategic focus.
- A strong communicator and team leader who motivates others.
- Comfortable navigating both grassroots and professional environments.
- Knowledgeable about Vietnam's INGO context and government regulations.
- Creative thinker with strong problem-solving skills.
- Enthusiastic about engaging directly with communities and field teams.
- Detail-oriented, adaptable, and capable of thriving in a fast-paced environment.
- Committed to social welfare and grassroots development.

## Required Qualifications

- Bachelor's or Master's degree in Social Work, Education, Development, or related field.
- Minimum 5 years of experience in youth-focused programming or education.
- Proven experience in project management, M&E, and team supervision.
- Strong interpersonal skills and cultural sensitivity.
- Fluent in Vietnamese and proficient in English (spoken and written).

---

## Compensation and Benefits

---

- Monthly salary based on qualifications and experience, paid bi-monthly (15th/end of month).
- Coverage of all travel expenses.
- Compulsory insurance and motorbike insurance after one year of employment.
- Standard working hours: Monday–Friday, 8:00 AM–5:00 PM, with lunch and breaks.
- National holidays off, plus 12 personal days in the first year and 20 days annually thereafter.
- Occasional evening and weekend work required.

## How to Apply

Send your cover letter, CV, letters of recommendation, and any supporting documents to Annetta De Vet, [hscv.jobs@hscv.org](mailto:hscv.jobs@hscv.org). Applications must be in English. Only shortlisted candidates will be contacted. No phone calls, please.

## Deadline and Starting Date

- Application Deadline: April 13th, 2025
- Expected Start Date: As soon as possible

*Join us at HSCV in making a meaningful impact and shaping a brighter future for the vulnerable children and communities of Vietnam. Your dedication and passion can make a real difference.*