**Job Title: Girls’ Scholarship Project Coordinator**

Reports to: Head of Programmes

**SAIGONCHILDREN – ORGANISATION PROFILE**

Saigonchildren is a UK-registered charity that has been working exclusively in Vietnam since 1992. Our vision is to eliminate poverty in Vietnam through education. We believe that education is the most effective and lasting way to help children and their families, while contributing to Vietnam’s economic development.

Our mission:  
*"Saigonchildren enables disadvantaged children in Vietnam to reach their full potential through receiving a quality education relevant to their needs."*

Saigonchildren has earned a reputation as a trusted NGO, providing scholarships, building rural schools, supporting children with disabilities, and fostering the development of Vietnamese organizations dedicated to these causes.

**POSITION OVERVIEW**

The Girls’ Scholarship Project Manager will lead the implementation of saigonchildren’s university scholarship project for disadvantaged girls. This role ensures that the project runs efficiently—from outreach and application to graduation and beyond—while meeting both the needs of scholars and donor expectations. The coordinator will also foster community connections, professional development pathways, and international collaborations to empower scholars to succeed in higher education and beyond.

Saigonchildren’s scholarship programme has been running successfully since 1992 and has supported around 60,000 annual scholarships. This new role is to enable the continued growth and development of our scholarship work.

The role-holder will collaborate closely with team members across departments within saigonchildren. This role requires a proactive mindset focused on building relationships while maintaining flexibility in responsibilities based on organisational needs.

**KEY RESPONSIBILITES**

**A. Scholarship Recruitment & Selection**

* Develop annual plans covering outreach, application, selection, onboarding, and ongoing scholar support.
  + Develop outreach campaigns to promote the scholarships and ensure diversity in applicants.
  + Design and implement an inclusive, transparent application process in collaboration with internal teams and external partners.
  + Manage a robust selection process based on financial need, academic potential, motivation, and alignment with organisational values.

**B. Scholarship Support and Development**

* Build partnerships with universities, local authorities, and community stakeholders to ensure comprehensive support for scholars.
* Monitor academic performance and well-being regularly and initiate timely interventions when challenges arise (e.g., financial or personal crises).
* Organize life skills workshops, mentoring sessions, career guidance activities, and peer networking opportunities.
* Provide tailored support for scholars to ensure retention, academic success, and smooth transitions into employment.

**C. Scholarship Community Building and Alumni Engagement**

* Cultivate a sense of belonging among scholars through group activities, peer networks, and regular communication.
* Establish an alumni network focused on mentoring, storytelling, volunteering, and giving back to saigonchildren’s mission.
* Develop alumni activities that sustain long-term engagement with saigonchildren.

**D. Data Management and Monitoring**

* Maintain accurate records of scholar profiles, budgets, and service delivery with the support of a project officer.
* Utilize and develop data tracking systems for real-time decision-making and reporting.
* Prepare detailed reports, case studies, and success stories showcasing project impact.

**E. Collaboration and Donor Engagement**

* Serve as the primary liaison for international partners involved in collaborative scholar development opportunities such as mentoring programs or virtual workshops.
* Collaborate with other departments—particularly Fundraising and Communications—for facilitating visits, highlighting success stories, content creation, and reporting.
* Represent saigonchildren at meetings, workshops, conferences, or events relevant to education or gender-focused programming.

**REQUIREMENTS**

**Essential Qualifications**

* Vietnamese national with a university degree in social work, education, development studies, or a related field.
* At least 5 years of experience in project implementation involving children or disadvantaged communities.
* Strong organizational and project management skills
* Strong interpersonal skills with sensitivity toward vulnerable populations.
* Excellent verbal and written communication skills in both Vietnamese and English
* Competency in Microsoft Office tools; willingness to learn new software systems.
* Availability for regular travel to project sites with occasional evening/weekend work.

**Preferred Qualifications**

* Experience working in rural or underserved communities.
* Knowledge of gender equity principles and child protection frameworks.
* Understanding of Vietnam’s education system and child protection mechanisms.

**HOW TO APPLY**

Interested qualified candidates are invited to send their detailed CV and cover letter to Ms. Phung Nguyen (hr@saigonchildren.com).

We thank all applicants, but only short-listed candidates will be contacted for an interview.

Deadline for submission: 23:59 (GMT+7), 23th May of 2025.