



JOB TITLE: PROGRAM MANAGER

Organization: Children of Vietnam

Location: Vietnam Office | 60 Nai Nam St., Hoa Cuong Ward, Da Nang City

Position Type: Full-time

Reports to: Executive Director, Vietnam Country Director, and Board of Directors

About Children of Vietnam

Children of Vietnam (COV) is a 501(c)(3) charity organization, licensed as an international non-governmental organization in Vietnam and the US. COV was established in 1998 to end child poverty. We accomplished this by providing wraparound services that focus on one child, one family, and one community at a time. Our vision is a Vietnam in which all children flourish, reach their full potential, and contribute positively to society.

Position Overview:

Children of Vietnam is seeking a dedicated Program Manager to join our team. The ideal candidate will play a key role in managing all the programs implemented in Vietnam, ensuring the successful planning, implementation, and evaluation of programs, and supporting the overall success of our mission.

Responsibilities:

1. Program Design and Planning:

- Collaborate with relevant managers, coordinators, and stakeholders in designing, planning, and implementing new programs and initiatives.
- Provide support and guidance throughout the project cycle to ensure that project design, start-up, implementation, and close-out align with COV quality principles and standards, donor guidelines, and industry best practices.
- Ensure that program objectives are SMART (Specific, Measurable, Achievable, Relevant, Time-bound) and aligned with organizational goals.
- Lead and coordinate research and development activities to explore innovative program models, pilot new approaches, and integrate evidence-based practices into program design.
- Monitor global and local trends, policies, and best practices relevant to COV's mission to inform program innovation and strategic planning.

2. Program Monitoring and Evaluation:

- Develop and implement monitoring and evaluation systems to track program performance and outcomes.
- Review all program reports before delivering them to the US Office and partners.
- Regularly collect, analyze, and report data to measure program effectiveness and impact.

3. Capacity Building:

- Provide training and technical assistance to program staff and partners on monitoring, evaluation, and quality assurance methodologies.
- Build the capacity of the VN office's staff to monitor program activities and collect accurate data effectively.

4. Learning and Knowledge Management:

USA Headquarters

PO Box 18039
Greensboro, NC 27419
Tel: 336.235.0981

www.childrenofvietnam.org

info@childrenofvietnam.org

Vietnam Office

60 Nai Nam St., Hoa Cuong Ward,
Da Nang City, Vietnam
Tel: 0236.3634337



- Proactively identify issues and concerns and use participatory processes to facilitate learning processes within the organization by documenting and sharing best practices, lessons learned, and success stories from program implementation.
- Promote a culture of continuous learning and improvement, and knowledge co-creation.

Qualifications:

- Vietnamese national with 10+ years' experience in the development/nonprofit sector, preferably in central Vietnam, including leadership roles.
- Master's in International Development, Social Sciences, Business/Public Administration, or related field.
- Proven project management experience in INGO or development contexts; strong grasp of development principles.
- Knowledge of M&E frameworks; fluent in Vietnamese and English.
- Strong communication, problem-solving, and interpersonal skills.
- Proficient in project management tools and Microsoft Office.
- Adaptable, resilient, and innovative in improving outcomes.
- Commitment to the mission and values of Children of Vietnam.

How to Apply:

- Interested candidates should submit their résumé, cover letters, and salary expectations to info@childrenofvietnam.org. Please include "Program Manager Application" in the subject line. The deadline for applications is **September 19, 2025**.
- Children of Vietnam is an equal-opportunity employer and encourages candidates of all backgrounds to apply. We thank all applicants for their interest, but only those selected for an interview will be contacted.

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