



JOB TITLE: EFWC-HSC PROGRAM OFFICER

Organization: Children of Vietnam (COV)

Location: Hue City, Vietnam (home-based with travel to project sites, COV's office and operation locations as required)

Position Type: Full-time

Reports to: Program Coordinator

About COV

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:

A Program Officer plays a pivotal role in participating in implementing and coordinating the EFWC-HSC program.

This position involves working closely with COV's program coordinators, community partners, and stakeholders to ensure the successful implementation of initiatives aligned with COV's mission.

Key Responsibilities:

1. Program Planning and Development:

- Participate in planning, coordinating, and implementing the programs and projects of the EFWC-HSC team
- Participate in overseeing the day-to-day implementation of EFWC-Hue project, ensuring adherence to timelines and budget constraints
- Develop initiatives to improve the quality of the overall program and the detailed care plans for each beneficiary
- Enhance capacity and create conditions for women and children in the EFWC-HSC program to develop their livelihoods and stabilize their lives
- Proactively improve professional knowledge and connect deeply and widely with experts in many fields of supporting single mothers and caring for children
- Support for research and expanding the program to new localities
- Participate in the development of new project proposals
- Provide guidance and mentorship to program assistants and interns

2. Stakeholder Engagement:

- Participate alongside the Program Coordinator to build and maintain positive relationships with community members, partner organizations, and relevant authorities, and COV's consultants
- Represent COV in meetings, workshops, and conferences related to project activities if needed

USA Headquarters

PO Box 18039
Greensboro, NC 27419
Tel: 336.235.0981

www.childrenofvietnam.org

info@childrenofvietnam.org

Vietnam Office

60 Nai Nam Street, Hoa Cuong Ward,
Danang City, Vietnam
Tel: 0236.3634337



- Participate in conducting in-depth community needs assessments to inform program development

3. Logistical Support:

- Participate in coordinating the logistics for program events, workshops, and activities, including program materials, slides, briefings, templates, and information packages, data management, and references
- Coordinate travel arrangements for the program team

4. Resource Management:

- Participate in maintaining accurate program data and documentation
- Procure necessary materials and services in alignment with program requirements
- Participate in program budget management

5. Administrative Tasks:

- Handle administrative tasks related to program activities, including scheduling and record keeping
- Handle communication channels and respond to inquiries
- Be ready to support other programs and events if requested
- Support and assist with COV's communication and fundraising events as needed, including event operations and logistics

6. Monitoring and Evaluation:

- Participate in monitoring and evaluation frameworks to assess the impact and effectiveness of the EFWC-Hue project
- Regularly review program data
- Monitor each beneficiary's development in the EFWC-Hue program to provide timely support

7. Reporting:

- Prepare comprehensive reports on program activities, program progress, challenges, and achievements for internal and external stakeholders
- Collaborate with team members to compile data and insights for comprehensive reports
- Ensure timely submission of reports to donors and funding agencies

Qualifications and Requirements:

- Bachelor's degree in relevant fields (e.g., Economics, International Development, Social Sciences, Social Work) or a closely related field is typically required
- Additional certifications or specialized coursework in inclusive finance, agricultural economics, climate-smart agriculture, or related areas will be considered advantageous.
- Minimum of 1-3 years of experience in the non-profit and social sectors, particularly in roles related to finance with women and child-focused initiatives
- Sound understanding of women's rights, children's rights, empowerment, livelihood, gender, education, health, and community development
- Ability to work collaboratively in a cross-cultural environment and willingness and ability to work flexibly, including attending early morning and evening events
- Proficient in program management tools and Google Workspace/ Microsoft Office Suite
- Strong communication and interpersonal skills



- Fluency in English
- Strong knowledge of Vietnamese culture, history, and socio-political context, especially Hue city context
- Strong organizational and multitasking skills
- Commitment to the mission and values of COV

How to Apply:

- Interested candidates should submit resume, cover letter, and salary expectations to info@childrenofvietnam.org. Please include "EFCV-Hue Program Officer" in the subject line. The application deadline is April 15, 2026.
- 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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