



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 US Program Coordinator

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 Strategy, Design, and Planning

- Lead and support the design, planning, implementation, and improvement of COV's programs in alignment with the organization's mission, strategic priorities, donor requirements, and community needs.
- Provide guidance throughout the full project cycle, including program design, start-up, implementation, monitoring, evaluation, learning, and close-out.
- Ensure that program objectives are clear, measurable, realistic, and aligned with COV's organizational goals and quality standards.
- Coordinate research, needs assessments, and program development activities to explore innovative approaches, pilot new models, and integrate evidence-based practices into program design.

2. Program Management and Implementation Oversight

- Oversee the implementation of COV's program portfolio, ensuring activities are delivered effectively, on time, within budget, and in compliance with organizational policies and donor requirements.
- Provide supervision, technical guidance, and problem-solving support to program coordinators, officers, assistants, and relevant project teams.
- Monitor program progress, identify implementation challenges, and work with teams to develop practical and timely solutions.
- Ensure strong coordination across programs to strengthen COV's wraparound service model and improve outcomes for children, families, and communities.

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



3. Career Development Center Oversight

- Provide strategic oversight for the development and operation of COV's Career Development Center, ensuring it supports students/beneficiaries in building career readiness, employability skills, and pathways to meaningful work.
- Guide the design and implementation of career development activities, including career orientation, soft skills training, mentoring, internship connections, job-readiness support, and employer engagement.
- Support partnerships with universities, vocational institutions, businesses, mentors, and professional networks to expand career opportunities for COV-supported students and youth.
- Monitor the effectiveness of Career Development Center activities and ensure lessons learned are used to improve student support and long-term outcomes.

4. Monitoring, Evaluation, Accountability, and Learning

- Lead the development and implementation of monitoring, evaluation, accountability, and learning systems to track program performance, outputs, outcomes, and impact.
- Ensure program data is collected, analyzed, and used to inform decision-making, reporting, program improvement, and strategic planning.
- Review program reports, donor updates, and key documents before submission to the US Office, donors, partners, and other stakeholders.
- Promote a culture of evidence-based learning, accountability, and continuous improvement across the program team.

5. Team Leadership and Capacity Building

- Provide leadership, coaching, and technical support to program staff to strengthen program quality, implementation capacity, data management, and reporting.
- Support staff in setting clear work plans, performance expectations, and professional development goals.
- Build the capacity of the Vietnam office team and partners in program management, monitoring and evaluation, safeguarding, documentation, and quality assurance.
- Foster a collaborative, respectful, and learning-oriented team culture.

6. Partnership and Stakeholder Engagement

- Build and maintain strong working relationships with local authorities, schools, universities, community partners, service providers, donors, businesses, and relevant government agencies.
- Represent COV professionally in meetings, field visits, partner discussions, coordination forums, and donor engagements.
- Support the development of strategic partnerships that strengthen program quality, sustainability, and community impact.
- Ensure stakeholder feedback is actively considered in program planning, implementation, and improvement.

7. Budget, Compliance, and Resource Management



- Work with the leadership, finance, and program teams to support program budgeting, budget tracking, and responsible use of resources.
- Ensure program activities comply with COV policies, donor requirements, financial procedures, safeguarding standards, and relevant local regulations.
- Review program-related financial and administrative documentation to support transparency, accountability, and audit readiness.
- Identify resource needs and support planning for efficient and effective program delivery.

8. Learning, Innovation, and Knowledge Management

- Identify program trends, gaps, risks, and opportunities to strengthen COV's program quality and long-term impact.
- Document and share best practices, lessons learned, success stories, and evidence from program implementation.
- Monitor relevant local and global trends, policies, and best practices in education, child protection, disability inclusion, community development, youth development, career readiness, and poverty reduction.
- Support organizational learning by encouraging knowledge sharing, reflection, and program adaptation.

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 **June 30, 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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