



PROGRAM DIRECTOR, VIETNAM

ORGANIZATION OVERVIEW

OneSky is an international non-governmental organization (NGO) that was founded in 1998. OneSky trains communities and caregivers to provide nurturing, responsive care, and early education so that vulnerable young children can thrive. Over 25 years, always in partnership with governments and local communities, OneSky has trained 121,000 caregivers to improve outcomes for 411,450 vulnerable children in mainland China, Vietnam, Mongolia, and Hong Kong SAR. You can read more about our impact [here](#).

JOB OVERVIEW

The Program Director is responsible for leading the development, implementation, and quality assurance of OneSky's innovative early childhood development programs in Vietnam. This role places strong emphasis on curriculum research and development, training material creation, and the systematic review, adaptation, and validation of educational resources and training programs. The Program Director collaborates closely with the Country Director and Global Programs Team to ensure programs align with international best practices and are contextualized to the Vietnamese early childhood education landscape.

REPORTS TO: Country Director, VN

CO-REPORT TO: Sr. Global Program Advisor

LOCATION: Danang, Việt Nam

JOB RESPONSIBILITIES:

1. Program Development & Curriculum Leadership

- Lead the design, adaptation, research, and continuous improvement of curriculum, educational materials, and training programs for early childhood caregivers and professionals.
- Research, review, evaluate, and localize OneSky's curriculum and training materials to develop high-quality, context-appropriate resources for Vietnam.
- Work with internal and external experts to develop lesson plans, training modules, and evidence-based educational resources for adult learners.



2. Program Implementation & Quality Assurance

- Supervise and guide program teams to meet program goals, maintain quality standards, and deliver key outputs.
- Provide ongoing field-based coaching, mentoring, and direct training to enhance trainers' capacity and improve practices with young children.
- Sustain program quality through systematic monitoring and continuous improvement processes

3. MEAL and Reporting

- Collaborate with MEAL teams to integrate monitoring, evaluation, accountability, and learning into program operations.
- Support data collection, analysis, and generation of program reports.

4. Stakeholder Engagement

- Facilitate effective communication between OneSky Global, OneSky Vietnam, government partners, funders, and other stakeholders.
- Coordinate replication and scaling of OneSky programs nationwide.

5. Additional Responsibilities

- Occasionally translate curriculum or communication materials between Vietnamese and English.
- Assist in budgeting, planning, and reporting.

JOB REQUIREMENTS:

- Bachelor's degree in Early Childhood Education (required); Master's degree preferred.
- At least 5 years of hands-on experience teaching young children, especially infants and toddlers.
- At least 5 years of experience supervising, training, and mentoring adults.
- At least 5 years of experience in researching, writing, reviewing, and validating educational and training materials and curriculum.
- Deep knowledge of early childhood best practices.
- Proficiency in English is a plus.
- Strong communication and teamwork skills.
- Strong work ethic and professionalism.
- Excellent organizational and leadership skills, flexible, proactive, cooperative, and ready to work in multicultural environments.



DEADLINE: 14/10/2026. Recruitment may close early once the position is filled.

START DATE: Immediate

SALARY AND BENEFITS:

Salary is competitive and commensurate with experience and includes excellent benefits.

TO APPLY:

Please apply using a cover letter and up-to-date resume. Please also include details of your current remuneration and salary expectations. Send your application to careers@onesky.org, kim@onesky.org and include the job title on the subject line. For inquiries, please contact Ms. Kim at 0932.449.985. Personal data collected will be used for recruitment purposes only. Data of unsuccessful applicants will be destroyed after one year.

OneSky is an equal-opportunity employer