



JOB DESCRIPTION

Job Title: Special Needs Education Programme Manager

I. Introduction

Saigonchildren is a UK registered charity working exclusively in Vietnam, our mission is to remove barriers to education in Vietnam.

Education is the most lasting and effective way we can help children and their families to escape from the cycle of poverty. It represents an investment in the children and in the future of Vietnam.

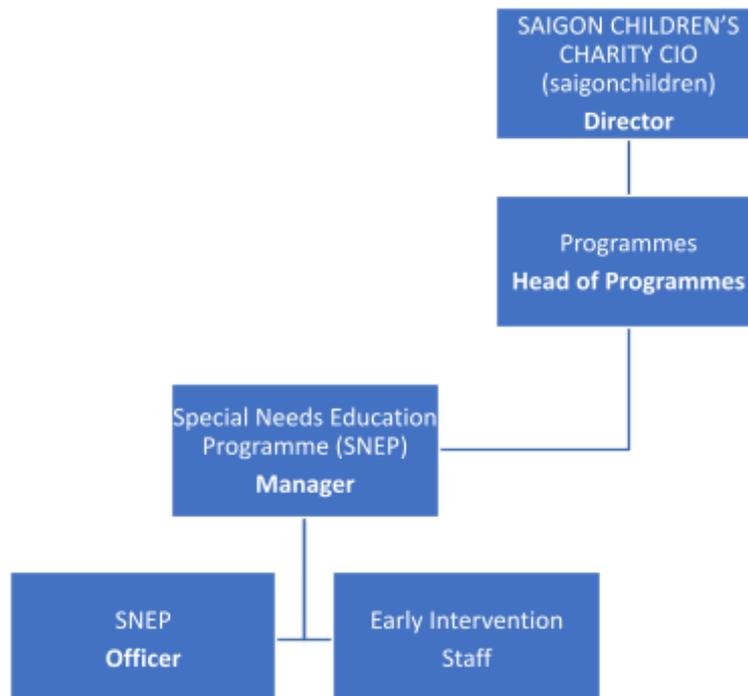
Everything we do helps children and young people learn and stay in education for longer, significantly improving life for themselves and their families through greater earnings and improved security.

We do that through our four main programmes: school building, scholarships, vocational support, and special needs education. Each day tens of thousands of children go to study in a public school built by saigonchildren - from the far south to the far north of Vietnam.

We also award educational and vocational training scholarships to children for whom family poverty would otherwise prevent them from continuing in education.

We also run Vietnam's leading autism education initiative and support many more special needs education projects for children with challenges including cerebral palsy, sight loss, and congenital birth defects.

II. Department Structure



III. Description

1. Function/ Title

Special Needs Education Programme (SNEP) Manager

2. Accountable to:

The SNEP Manager reports to Head of Programmes. (HoP)

3. Main Responsibilities:

Be responsible for the overall proper management and development of SNEP

4. Specific Responsibilities:

4.1 Project Planning, Implementation, Monitoring & Evaluation

- Ensure that all activities of SNEP are implemented in accordance with saigonchildren's strategic aims.
- In partnership with key stakeholders, be responsible for identifying and assessing challenges that hinder children with special needs from the accessing appropriate education and developing their full potential and propose initiatives and action plans that can help children overcome such challenges.
- Produce a timely strategic plan, operational plan, and annual budget for the programme.
- Ensure that all projects in SNEP are well managed in accordance with the Project Cycle Management Tools.
- Evaluate the effectiveness, efficiency and the relevance of each project; draw conclusions and propose necessary and appropriate adjustments for better project implementation.
- Produce project proposals for fundraising purposes.
- Build and maintain a national network of contacts to develop the programme, including a major focus on autism education

4.2 Financial Management

- Ensure that the financial situation of SNEP is well managed; the annual budget is developed and used properly for project activities; and expenditure is followed up closely.

4.3 Feed-back, Information Sharing, Reporting, Consultation

- Ensure that the sharing Information and Reporting mechanism within the programme and with local partners is maintained regularly.
- Provide feedback and share all information relevant to the programme periodically (directly in meetings or in writing) with the HoP.
- Submit monthly plan as well as its estimated budget, monthly narrative report and annual report to the HoP on time and with good quality.
- Make sure all information needed for reports to donors is collected and recorded during the year; produce reports to donors on time and with good quality.
- Make sure that all work results of the programme is well documented and well kept.
- Consult with HoP on policy matters and whenever advice is needed for planning, problem solving and/or sharing of ideas.

- Provide information about the programme or about the projects timely to colleagues in saigonchildren team upon request for the purpose of accounting, fundraising and communication.

4.4 Work with other stakeholders

- Ensure the participation of local partners in local needs assessment; and in programme implementation at various localities; Keep good relationship with local partners.
- Engage with sponsors to share information, discuss project proposals and write reports.
- Work closely with the Head of Programmes to ensure that the scope and direction of each project is on schedule.
- Liaise with other specialists to ensure high-quality outcomes of projects.
- Work closely with the Fundraising team to keep them informed of the programme.
- Cooperate with the Communications team to promote the programme.

4.5 Human Resource

- Make sure programme team members receive appropriate training to improve their professional capacity based on the annual training needs assessment.
- Conduct yearly performance appraisal for programme team members.
- Delegate tasks to the SNEP officer(s) and provide relevant support to ensure all tasks are completed satisfactorily.
- Monitor work performance of staff.

4.6 Special Tasks

- Implement any special tasks that the HoP suggests providing that those tasks are appropriate and useful for the whole programme and that they are within an appropriate timeframe.
- Discuss, share information and report to the Director of Saigonchildren about programme issues upon request in the absence of the Head of Programmes.
- Meet donors for programme issues upon request in the absence of the Head of Programmes.

4.7 Child Protection Policy of Saigonchildren

- Be alert to all kinds of child abuse and exploitation; report all identified cases of abuse, especially cases of children in the programme and discuss with the Head of Programmes how each case should be coped for the best protection and best benefits of the child; seek legal and other supports for the abused children/family.

IV. Requirements

Minimum qualifications:

- Education: Graduation from a college or university in the field of Special Education
- Experience: At least five (5) years of experience working in/with the field of special education; At least two (2) years of experience as a supervisor or team manager is preferred.

Other qualifications:

- Experience in long-term project planning and strategy and project cycle management, especially projects in the field of disabilities.
- Strong knowledge of special education and best practice in the field of autism
- Highly organised; ability to support multiple projects at once and meet deadlines
- Excellent written and oral communication skills in Vietnamese and English



saigonchildren

- Ability to engage in a collaborative, results-oriented team environment
- Experience working with diverse stakeholders through small and large group facilitation
- Strong leadership, management, interpersonal relations, public speaking and writing skills
- This position is for Vietnamese only.

V. How to Apply

Please submit resume and cover letter to Ms. Kim Phung at phung@saigonchildren.com by **30th June 2022**

We thank all applicants but only those selected for an interview will be contacted.



saigonchildren

removing barriers to education

Saigon Children's Charity CIO

59 Tran Quoc Thao, Dist.3, HCMC, VN

Registered charity number:

UK 1157774 VN 21/CNV-VPDA

+84 28 3930 3502

Saigonchildren.com