



VACANCY ANNOUNCEMENT

Join CARE in Vietnam as a Program Support Officer!

About the position

CARE Vietnam is looking for a Program Support Officer to provide operational and administrative support to ensure effective program and project implementation.

The Program Support Officer provides operational and administrative support to ensure effective program/projects implementation. The role coordinates a broad range of program support functions, including logistics, financial and procurement administration, monitoring and documentation, training/workshops, survey and research activities, communication and campaigns implementation while ensuring compliance with CARE policies and donor requirements. Working closely with program teams and partners, the PSO delivers timely, accurate, and service-oriented support that contributes to efficient program delivery. The Program Support Officer, on occasion, will be mobilized to work on other CARE Vietnam activities as required. This position is based in Hanoi and requires occasional travel to project sites as needed.

Key responsibilities

1. Program Administration and Logistics (40%)

- Provides administrative support for project development and implementation, including logistics preparation for events, travel arrangements, meeting minutes, and related coordination.
- Support procurement processes (as the role of requester), including purchase request processing, purchase request amendments, bidding analysis documentation, vendor filing, and related procurement procedures.
- Supports the Project Leads in monitoring the implementation progress and ensures administrative and operational support is provided in a timely manner.

2. Program Finance (30%)

- Supports assigned program teams with financial procedures, including payments, advance requests, consultant contracts and related documentation.
- Maintain detailed training and meeting attendance records for beneficiaries and associated costs such as travel, accommodation, and per diem.
- Supports program teams in budgeting for program activities, projects, and proposal development.
- Ensures activity funds are used efficiently and properly in accordance with approved budgets,

CARE finance policies, and donor requirements.

3. Monitoring, Evaluation and Learning (15%)

- Maintains awareness of project indicators through review of project MEL documents and participation in MEL meetings.
- Assists data collection and documentation related to progress tracking, evaluations, learning capture, research, and case studies.
- Participates in field visits to support implementation of partner activities.
- Proposes necessary adjustments after consultation with Project Leads and MEL Leads

4. Program Implementation (10%)

- Assists technical preparation and implementation of project activities, humanitarian response actions and leads selected assignments as agreed with the team, including:
- Supports capacity-building training for partners and beneficiary groups.
- Assists with training design, facilitation, reporting, and pre/post assessments.
- Supports organization of events, campaigns, and project activities both online and in person.
- Manages small grants under supervision of portfolio or project managers when required.

5. Safety, Security, Gender, Inclusion and Safeguarding (5%)

- Upholds ethical standards, CARE's Safeguarding Policy and Code of Conduct.
- Understands safeguarding responsibilities and completes all required safeguarding commitments and training.
- Promotes equal rights and challenges discriminatory norms.
- Fosters an inclusive workplace that respects diverse identities, abilities, backgrounds and experiences.
- Adheres to CARE Safety & Security responsibilities and contributes to maintaining a safe environment through awareness, reporting, compliance and risk mitigation.

Qualifications and Experience

Minimum Requirements

- Bachelor's Degree in social sciences or related fields.
- One (1) year of experience in providing supporting services in admin, logistics, procurement or finance in English-speaking workplaces.
- Demonstrated ability to follow policies, procedures and operational processes while ensuring accurate implementation of administrative transactions and logistics arrangement.
- Strong interpersonal, communications, planning, organization and time management skills, with the ability to build and maintain positive working relationships with internal and external stakeholders.
- Proficiency in Microsoft Office applications and demonstrated ability to acquire work-related applications/software.

Desirable

- At least one (1) year of experience in development organizations or international NGOs.
- Demonstrates strong attention to detail by producing accurate work, maintaining complete

- documentation, and identifying errors or inconsistencies before they affect program delivery.
- Able to organize and manage multiple priorities effectively, coordinating logistics, communications, and administrative processes to meet competing deadlines.
- Able to build positive working relationships with colleagues, partners, and service providers by providing timely, professional, and solution-oriented support while ensuring compliance with organizational and donor requirements

How to apply

Applications will be reviewed on a rolling basis, and early applications may be prioritized due to the time-sensitive recruitment schedule.

[APPLY HERE](https://forms.cloud.microsoft/e/FQh7cppAyg?origin=IprLink): <https://forms.cloud.microsoft/e/FQh7cppAyg?origin=IprLink>

We invite Vietnamese candidates to submit their application package in English through the [LINK](#) above **no later than 5:00 PM (Hanoi time), 06 October 2026**. Please ensure that your application is prepared according to the following requirements:

- **Cover Letter and Curriculum Vitae (CV) should be combined into ONE PDF file.**
- **File name format: Program Support Officer_Your Full Name**

Kindly ensure that all information provided is complete and accurate. Incomplete applications or applications submitted after the deadline may not be considered. **Only shortlisted candidates will be contacted for the next stage of the recruitment process.**

Thank you for your interest in joining CARE in Vietnam. We look forward to receiving your application.

Since 1989, CARE in Vietnam has partnered with a wide range of organizations to implement over 300 impactful projects across the country. We believe that true sustainable development can only be achieved by addressing the root causes of poverty, social injustice, and inequality. In collaboration with our partners, we are committed to empowering women and their communities—whether smallholder farmers, workers, or owners of micro and small enterprises—by enhancing their skills, confidence, and capacity to engage in economic development, adapt to climate change, and strengthen their resilience to natural or major disasters. Together, we aim to foster a society where development is inclusive, equitable, and accessible to all.

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

Safeguarding & Inclusion

CARE is committed to **gender equality, diversity, inclusion, and safeguarding**. All staff are expected to uphold CARE's Safeguarding Policy, Code of Conduct, and contribute to a safe, respectful, and inclusive working environment.

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.