info@childrights-business.org
www.childrights-business.org

Job Title: Junior Project Manager, Vietnam
Department: Service and Products
Location: Ho Chi Minh, VN

The Centre for Child Rights and Business (The Centre) is one of the few organisations worldwide that focuses solely on child rights within the business environment. For more than 15 years, we have supported thousands of businesses in improving their positive impact on children, communities and workers in global supply chains. Our team is friendly, diverse, and international, with members from various backgrounds who share a common goal: improving the world for children by helping international companies advance their sustainability and responsible supply chain initiatives.

The Vietnam Junior Project Manager supports the implementation and management of The Centre's programmes in Vietnam, with a focus on project delivery, stakeholder coordination and child labour prevention and remediation. The role involves overseeing project activities and reporting, conducting assessments and training, supporting child labour case management, building local partnerships and networks, and contributing to research and business development.

Why Join Us?

Join an engaged, international team where every staff member can drive change for children and workers affected by global supply chains. At The Centre, you'll take on meaningful responsibilities, contribute ideas and put them into practice. You'll build your skills through hands-on implementation, working alongside experienced colleagues across countries and sectors to tackle real-world challenges in child rights and responsible business. As part of a mission-driven social enterprise, you'll help turn business commitments into concrete improvements in children's and workers' lives.

This role is a full-time post.

CORE RESPONSIBILITIES

The position includes, but is not limited to, the following specific tasks:

1. Manage and implement projects in Vietnam to ensure their smooth execution, including:
    a. Prepare work plans and submit project-related reports for clients (e.g. progress reports, baseline/endline assessment reports, impact reports, etc.) and for The Centre (e.g. KPIs, project status updates).
    b. Liaise with stakeholders in Vietnam, such as buyers (brands and retailers), supplying factories, plantations and refineries, external consultants or implementing partners or local collaborators, community-based organisations and community leaders, etc., to ensure quality and timely project execution.
    c. Conduct and facilitate assessments/training/capacity building/workshop as required by the project.
    d. Build capacity and control the work quality of external consultants/implementing partners/local collaborators throughout the duration of projects.
    e. Ensure regular reviews and adjustments are made based on operational matters to ensure optimum results. Promptly inform the VN Country Director of any challenges and recommend solutions or alternative strategies to achieve results.
    f. Contribute to the creation and sharing of knowledge by summarising and documenting results, lessons learned and good practices from the implementation of the project.

info@childrights-business.org
www.childrights-business.org

2. Support child labour remediation-related work led by The Centre's Director of Global CL Remediation, such as:
    a. Conduct on-site rapid assessment and case analysis.
    b. Support the development of remediation plans.
    c. Monitor planned actions and assess children's needs, situations, strengths and support networks, as well as help children adjust to changes and challenges in their lives.
    d. Keep in close contact with different stakeholders, including children, family, teachers and school, partner organisations and clients, to ensure the ongoing management of cases.
    e. Provide support to address child protection risks throughout the case management process.
    f. Support training sessions and workshops on child rights-related topics, etc.
    g. Mobilise resources and facilitate information exchange and children's participation in schools, training and the local community.
    h. Write CLR-related reports and maintain case management-related records in English throughout the case period.
    i. Coordinate with the admin team for case budget and expenditure.

3. Regularly update The Centre's Vietnam factsheet and conduct continuous research on child rights and related legal provisions.
4. Provide local logistics support for events and visits.
5. Support business development, e.g. exploring cooperation opportunities with local social organisations and related service providers, supporting proposal development, etc.
6. Participate in and represent The Centre in events, conferences and meetings as decided in cooperation with the VN Country Director.
7. Regular check-ins with the VN Country Director, regular calls with The Centre's colleagues in Vietnam and other countries where needed.
8. Requires frequent domestic and regional travel.
9. Perform other related duties as assigned.

SKILLS, EXPERIENCE AND QUALIFICATIONS

- University degree or higher in social science, business development or business management.
- A minimum of 3 years of proven experience in a similar role is a MUST.
- Experience in conducting social audits/assessments is strongly preferred.
- Outstanding verbal and written communication skills; strong and proven skills as a trainer and facilitator are preferred.
- Good command of both verbal and written English and Vietnamese; knowledge of other South Asian languages is a plus.
- Strong organisational and time management skills.
- Ability to work under pressure and in a fast-paced environment.
- Highly trustworthy and capable of handling highly sensitive and confidential information.
- Solid problem-solving and team management abilities.
- Good computer skills, Microsoft Office (Word, PowerPoint, Excel) etc.

Applications with a cover letter and CV should be sent to recruitment@childrights-business.org by November 30, 2026. Please also indicate your salary expectations in your application email.