



Programme Assistant

About the role

An exciting opportunity to be an important part of the dynamic and well-known international NGO, CARE International in Vietnam (CVN). The Programme Assistant provides support to a range of programme activities including financial and logistic tasks in the planning, implementation and monitoring of the programme/projects within the Remote Ethnic Minority Women (REMW) programme.

Key responsibilities

PROGRAMME ADMINISTRATION AND LOGISTIC:

- Assist the administrative work for programme development and programme implementation, including logistics preparation for training and workshop events, travel arrangements, and minute taking, etc.;
- Assist Portfolio Managers (PMs) and REMW team in preparation for and follow-up with the implementation of REMW programme; procurement plans in compliance with technical guidance, CARE's regulations and policies;
- Check and update programme inventory in accordance with CVN regulations and procedures;
- Update and keep tracks of progress of programme, supplies and other procurements;
- Assist the team to compile and procure materials for programmes/project activities;
- Prepare project letters, documents, take notes for team meetings and other correspondence; and
- Provide translation and interpretation, as required.

PROGRAMME FINANCE:

- Support the REMW team with financial procedures (e.g. payment, advance requests/ procedures, consultant contract etc.) in a timely manner and in-line with project budget;
- Maintain detailed records of beneficiary training and meeting attendance and associated costs (travel, accommodation, per diem) as required;
- Support finance section in financial check/auditing;
- Assist the REMW team in budgeting for programme/project activities and new proposal development; and
- Support the PMs to ensure the efficient and proper use of activities funds in line with the approved budgets and in compliance with CARE's finance manual and donor guidelines.

Ideally you will have:

- Demonstrated experience in following standard policies, procedures and processes;
- Proven ability to manage and acquit a cash advance;
- A willingness to learn about CARE, gender equality and women's empowerment activities ;
- Demonstrated organisational and time management skills, ability to work under pressure, and to organise and manage workload to meet deadlines;
- Good communication skills in Vietnamese and English; and
- Intermediate knowledge in Microsoft Office and numeric skills.

Why you should apply:

- Ongoing professional and personal development
- A dynamic and innovative environment
- Supportive teams
- A comprehensive benefits package

Application Deadline: before 5:00 pm on 20 March 2019

Base in Hanoi with travels to project locations in Vietnam to work with partners
Full time 1 year contract, and will be renewed upon mutual agreement.

Interested?

Please send your application that includes cover letter and CV in English to email: Jobs@care.org.vn quoting the position title in the subject line of the email.

CARE International in Vietnam

CARE is an international development and humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. We work in over 93 countries around the world. CARE International has worked in Vietnam since 1989 in over 300 projects throughout the country.

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection is fundamental to our relationships, including employment; and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. In addition to pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Team Leader.