



JOB DESCRIPTION

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| JOB TITLE: Programme Assistant – Remote Ethnic Minority Women (REMW) programme | |
| LINE MANAGER: Portfolio Manager | CATEGORY: 5 |
| WORK LOCATION: Ha Noi – Country Office | TEAM: Programme |
| DIRECT LINE MANAGEMENT: N/A | FINANCIAL RESPONSIBILITY: N/A |

INTRODUCTION:

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. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development efforts and providing emergency assistance. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

CARE International in Vietnam (CVN) is a creative and dynamic organisation which has worked with Vietnamese and international partner organisations since 1989. CVN recognises that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and social and gender injustice which contribute to the exclusion and vulnerability of particular groups in society. CVN's long term programme goals are that Remote Ethnic Minority Women (REMW) in remote areas and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances, and have a legitimate voice.

PURPOSE OF THE POSITION:

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 REMW programme.

The Programme Assistant, on occasion, will be mobilised to work on other CVN's activities, as required.

This position is based in Hanoi, with travel to other project sites.

MAIN RESPONSIBILITIES AND CONTRIBUTIONS

PROGRAMME ADMINISTRATION AND LOGISTIC:

- Assist the administrative work for programme development and programme implementation, including logistics preparation for training and workshop events, travel arrangements, minute taking, etc.;
- Assist Portfolio Managers (PMs) and REMW team in preparation for and follow-up with the implementation of REMW programme and 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.



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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.

MONITORING, EVALUATION AND LEARNING (MEL):

- Assist in collecting MEL related information and data, obtaining agreement from manager for taking corrective actions as appropriate;
- Accompany the team to the field to support the roll-out of partner activities and contribute to activity report writing;
- Assist in documenting project activities, processes, emerging models, and lessons learned; and
- Participate in data collection for project evaluations, research, and case studies.

PARTNERSHIP AND NETWORKING:

- Proactively engage with partners and beneficiaries to seek their feedback and understand their requirements; and
- Support the PM to develop and effectively maintain good partnership/ relation with partners and relevant stakeholders.

COMMON ACCOUNTABILITIES FOR CVN STAFF:

- To proactively participate in the APPA process including the annual appraisal, mid-year review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as ways of improving performance and outcomes;
- Engage in emergency preparedness, and be ready to join any emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies and procedures;
- Uphold and promote CARE's commitment to Child Protection and the Protection from Sexual Exploitation and Abuse;
- Demonstrate an ongoing commitment to gender equality, and diversity; and
- Comply with CVN's financial and operational requirements, foster strong communication between operations and programme teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS:

- Minimum relevant Diploma and/or Vocational Training in Business Administration or other related fields and/or 1 years relevant work experience preferably with a non-governmental organisation (NGO);
- 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 good interpersonal skills, sound judgment, planning, problem solving and team building skills;
- Demonstrated organisational and time management skills, ability to work under pressure, and to organise and manage workload to meet deadlines;



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- Good communication skills in Vietnamese and English; and
- Intermediate knowledge in Microsoft Office and numeric skills.