



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 Socially Marginalised People (SMP) programme.

Key responsibilities

PROGRAM IMPLEMENTATION

Assist the technical process (in preparation and implementation) of SMP program's activities and take lead on selected assignment in agreement with the team, including:

- Assist in capacity building trainings for partners and beneficiary groups, tasks including designing activities, co-facilitating, activity reporting, pre- and post-training tests as needed;
- Assist in organizing events/campaigns and project activities in locations and online as assigned;
- Provide support in conducting survey/research/studies;
- Assist in collecting MEL related information and data, obtaining agreement from manager for taking corrective actions as appropriate;
- Assist in documenting project activities, processes, results, emerging models, and lessons learned;
- Participate in data collection for project evaluations, research, and case studies; and
- Support the SMP team to develop and effectively maintain good partnership/ relation with partners and relevant stakeholders.

PROGRAMME ADMINISTRATION, LOGISTIC AND FINANCE:

- 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 the team to compile and procure materials for programmes/project activities;
- Prepare project letters, documents, take notes for team meetings and other correspondence;
- Support the SMP team 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; and
- Provide translation and interpretation, as required.

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 9:00 am on 27 November 2020

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 explaining briefly your background and experience and why you are an ideal candidate, a CV, and sample work (links or file attachment) in English to email: Jobs@care.org.vn quoting the position title in the subject line of the email.

CARE International in Vietnam is a creative and dynamic organisation which has worked with Vietnamese and international partner organisations since 1989 in over 300 projects. We recognise that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices which contribute to the exclusion and vulnerability of particular groups in society. Our long term programme goals in Vietnam are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances and have a legitimate voice. To learn more, visit: www.care.org.vn

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 are 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.