



Save the Children, the world's largest independent organisation for children, delivers immediate and lasting improvements to children's lives in over 50 countries through emergency relief and long-term development.

Save the Children in Vietnam (SC) works to promote every child's rights to survival, protection, participation and development as set forth in the UN Convention on the Rights of the Child. The current programme focuses on the following core sectors: Health and Nutrition; HIV/AIDS prevention; Care and support; Education; Child protection; Child-focused emergency preparedness and response; Child rights agenda, including Civil society development, Economic opportunities, Child poverty Research, and Advocacy for child-friendly development policy and practice.

Vacancy: Education Programme Assistant

Based in Hanoi

We are looking for a Vietnamese national for the position of Programme Assistant to joint Education team. The successful candidate will be based in Hanoi with travels to project sites.

Main Responsibilities

Project Assistant is responsible to provide general administrative and programme support to Child friendly learning environment /promoting positive disciplines in schools project and the programme as a whole to ensure the quality implementation of project/programme activities.

Key Competencies

- University degree, preferably in English or equivalent in education, social sciences
- Some experience in education project implementation, preferably in international organizations, INGOs and/or bilateral organization.
- Good interpersonal skills with ability to communicate and liaise effectively .
- Ability to work independently under minimum supervision within a team. High team work spirit.
- Good English and Vietnamese written and oral communication skills.
- Commitment to Convention on the Right of the Child.
- Computer literacy.
- Ability and willingness to travel to project sites

A full job description is available at the website:

<http://www.savethechildren.net/vietnam/vacancies/index.html>

Please send CV and a completed application form, details of three references and a covering letter addressing the list of competencies to: **HR section, Save the Children - E3, Ngoai Giao Doan Trung Tu, 6 Dang Van Ngu - Dong Da, Hanoi** or by Email: hr-sc@savethechildren.org.vn

The closing date for application is 19th August 2010 at 5pm. Applications will be treated in confidence. Due to the volume of applications we receive, only short-listed candidates will be contacted and CVs cannot be returned.

Save the Children is an equal opportunities employer. Our selection processes reflect our commitment to the protection of children from abuse, and our people are as diverse as the challenge we face. We welcome applications from all qualified candidates, regardless of age, disability, HIV/AIDS status, race, national origin, religion, or sexual orientation.