

JOB PROFILE

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| Job Title: | Project Assistant - (Cross-cutting issues/Inclusive Education/positive disciplines) |
| Place of Work/Location : | Hanoi and provinces |
| Grade: | 5 |
| Reports to: | Project Manager ((Cross-cutting issues/ Inclusive Education/positive disciplines) |
| Line management responsibility: | N/A |
| Indirect line management : | N/A |
| Budget Responsibility: | N/A |
| Child Protection Level: | 2 |

Introduction

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 Child Development, Civil society development, Economic opportunities, Child poverty Research, and Advocacy for child-friendly development policy and practice. Cross-cutting issues/projects include projects on inclusive education; child friendly learning environment/promoting positive disciplines in schools.

Job Purpose

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 Accountabilities

- Giving support to Project Manager in arranging and preparing workshops, seminars and meetings (agenda, invitations, materials, minutes taking... etc) organized by Save the Children (SC);
- Translating from English to Vietnamese and vice versa for documents under approximately 10 pages;

- Assisting with filing of documents; locating resource materials to support the programmatic work;
- Support project manager to prepare budget plan and monitoring
- Support project manager to ensure the timely submission of quarterly financial and narrative reports from project partners.
- Prepares logistical and travel arrangements for program staff and visitors as required
- Stands in for project manager at meetings when required
- Participating in development of the quality of SC's internal and external workflow and give suggestions to improvement;
- Involving in other activities of SC when necessary.
- Conducts others tasks as requested by the line manager
- Follow all Save the Children policies and procedures and donor rules & regulations.
- Assist the project manager in any other duties as assigned.
- Liaise with local partner and follow-up on project planning/implementation and reporting.

Person specification

- 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 effectively.
- Ability to work independently under minimum supervision within a team. High team work spirit.
- Good English and Vietnamese written and oral communication skills.
- Good communications and liaison skills
- Commitment to Convention on the Right of the Child.
- Computer literacy.
- Ability and willingness to travel to project sites

Internal contact: Director of Education, Education Project Managers, programme and other office support staff, volunteers and interns.

External contact: Government partners, schools, teachers, parents, children.