



CARE INTERNATIONAL IN VIETNAM CLIMATE CHANGE PROJECT ASSISTANT

CARE International in Vietnam is a Non-Government Organization representing the CARE International network in Vietnam since 1989. CARE in Vietnam's Program Strategy is explicitly oriented around achieving impacts for particularly vulnerable and marginalised groups in Vietnam. To achieve this, we work with Vietnamese partners across sectors such as health services, rural livelihood development, disaster risk reduction and climate change adaptation. We recognise that women's empowerment is a critical pathway for poverty reduction and place women and girls from marginalised population groups at the heart of our programming efforts.

CARE in Vietnam is looking for an experienced and qualified Vietnamese to fill in Project Assistant for Climate Change project.

Position information:

Position title:	Project Assistant
Reporting to:	Project Manager
Contract:	From start working day to 30 June 2013
Base in:	Hanoi with travel to project sites as required

Position Summary

The Project Assistant will assist the Project Manager and the Project Officers to implement the climate change and disaster risk reduction activities under ANCP funding for the North Viet Nam. The tasks include support to target communities to adapt with DRR and CC, development of tools and method, partner liaison, administration, communication and coordination support.

Main duties:

- Provide support in the researches, studies and field trips including note taking, interviews
- Assist with organizing workshops, trainings, developing training guidelines and materials relating to climate change awareness raising and mainstreaming for partners, local authorities and beneficiaries
- Support with translation and interpretation, if required
- Provide support in monitoring the climate change adaption mainstreaming in ANCP and other climate change activities, if required
- Contribute to managing information on project process and the preparation of reports on project activities in agreed formats
- Maintain effective communication systems and ensure information flow between project and relevant parties

- Support Project Officers to ensure that all necessary financial procedures of climate change activities, including those conducted by partners are completed and in accordance with CARE's financial management systems
- Support in arrangement and expedite funds transfer, travel plans and logistics
- Conduct administrative duties related to all aspects of implementation of the project activities and follow all management procedure of CARE in Vietnam
- Manage asset registers and regularly check project assets to ensure their right purpose of use

Selection Criteria:

- University Degree in Environment; Social Development or related fields
- At least one year working experience in admin and finance support position
- Good communication
- Able to work in a team and a high pressure
- Fluent in English
- Good writing skills

Child Protection:

CARE International in Vietnam is committed to protecting the rights of children in all areas we work around the world. Applicants are advised that CARE International in Vietnam reserves the right to screen candidates to ensure a child-safe environment. Further information can be found in the CARE Vietnam child protection policy.

Interested candidates should send a full CV in English and stating the position title to email: **hr@care.org.vn**. **Closing date to apply for this position: 5 August 2012**

The short-listed applicants will be contacted for interviews. Please no telephone contact after submitting the application.