

**CARE INTERNATIONAL IN VIETNAM**

 **PROJECT ASSISTANT FOR HEALTH PROGRAM**

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 Health Program.

**Project Officer Position information:**

Position title: Project Assistant – Health Program

Reporting to: Program Manager - Health & Social Sector (HSS)

Contract: 6 months contract

Base in: Hanoi with travel to project sites when required

**Position Summary**

The Project Assistant is responsible to assist in the implementation and monitoring of the ANCP Socially Marginalized People (SMP) project activities with the SMP’s partners (eg. ISEE and SCDI) in Hanoi, support for the project team in Can Tho with financial and administrative work as well as support for the HSS Program Manager at CARE’s office in Hanoi.

**Duties**

The Project Assistant is expected to perform the following tasks:

**1. *ANCP- “Nang Quyen (Empowerment)” project:***

* Initiate and maintain the project filing system at CARE office in Hanoi (both e-filing and hard-copy)
* Supporting the project team in Can Tho with logistics, administration and finance activities of the project at CARE’s office in Hanoi
* Assist with the development of the progress reports on project activities in the agreed formats
* Assist with the coordination and management of the contracts with the partners in Hanoi (eg. ISEE and SCDI)
* Contribute to the development of IEC materials and training manual of the project
* Conduct regular monitoring activities via telephone, emails to ensure the quality of work undertaken by the project partners.
* Organize workshop/forum taken place in Hanoi.

 **2. *Assistance to the HSS Program Manager as below:***

* Follow up with Project Managers on the Project Trackers and timely submission of Monthly Progress Reports attached with the required data collection of beneficiaries
* Manage and ensure appropriate filing of these documents on K drive, especially the Data Collection forms and aggregation of data from all HSS/SMP projects
* Review the MPRs, provide comments/feedbacks to the Managers, and ensure they contain all the links of important output products to K drive for later easily reference and accessing to these documents
* Summarize information from the MPRs for the Program Manager to develop monthly SMT report
* Be a member of Organizational Development (OD) Working Group to provide support and assistance to CARE project teams/ staff working with OD and to CARE’s civil society partners
* Collect all required secondary data to assist new proposal development
* Arrange monthly health team meeting, take and file minutes, and keep track of the Action Table
* Manage the e-library of the HSS and keep the resources monthly updated
* Translate documents from English into Vietnamese and vice versa when needed;
* Provide interpretation from English and Vietnamese and vice versa when required;
* Arrange logistics for incoming donor missions, make appointments with project stakeholders, including logistical arrangements and secretarial assistance;
* Maintain good working relations with partners and staff;
* Represent CARE with government and non-government organizations, donors and relevant individuals and organizations when authorised by Project Manager and supervisor.

**Selection Criteria**

* Bachelor Degree in Social Sciences, Public Health, Administration, and other equivalences
* At least 2 year experience in community-based health projects, especially in HIV/AIDS prevention, and/or organizational development. Previous working for an INGO is an advantage.
* Good interpersonal communication, training and facilitation skills
* Good written and spoken English skills;
* Good computer skills on Word, Excel, PowerPoint and e-mail applications
* Ability to work effectively as a team member and with minimal supervision
* Familiarity with and commitment to gender equity and diversity
* Willingness to travel to project sites and other locations when required.

**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 English CV and stating the position title to email: **hr@care.org.vn.** **Closing date to apply for this position: 20 August 2013**

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