

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

JOB TITLE: School Health and Nutrition Temporary Junior Project Assistant	
TEAM/PROGRAMME: School Health and Nutrition Project	LOCATION: Hanoi
GRADE: C	
CHILD SAFEGUARDING: Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people	
ROLE PURPOSE: Junior Project Assistant is to support the program staff in administrative, financial, and logistical issues to ensure the quality implementation of School Health and Nutrition project activities, with focusing on the field implementation of project in Hanoi. He/she will support in trainings, workshops, events and project monitoring with local partners. This should be done in close coordination with Line Manager and local partners.	
SCOPE OF ROLE: Reports to: SHN Project Manager and Project Officer Dimensions: None Staff directly reporting to this post: None	
KEY AREAS OF ACCOUNTABILITY: <ul style="list-style-type: none"> • Perform secretarial duties including: setting up logistics for travels, meetings, workshops and field trips of staff and visitors; taking notes at workshop/meetings when required • Provide logistic assistance for project activities including preparation of training materials, venue, facilities, participant notification and confirmation, arranging travel and accommodation, write training reports and document training activity... • Frequent travels to the project sites for monitoring project activities and supporting project implementation • Scheduling and coordination of meeting times and venues with implementing partners • Assist to monitor the submission of periodic narrative and financial reports from project partners • Maintain database, prepare and record for case studies and other data for project planning and documentation to show progress, lessons and challenges on a quarterly basis. • Prepare and submit a monthly work plan to the Line Manager that indicates project activities as well as the PA's schedule. • Assist program staff and consultants in material development. • Provide interpretation and translation • Other tasks as assigned by the supervisor. 	
SKILLS AND BEHAVIOURS (our Values in Practice) Accountability: <ul style="list-style-type: none"> • Holds self-accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values 	

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- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding

Ambition:

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same
- Widely shares personal vision for Save the Children, engages and motivates others
- Future oriented, thinks strategically and on a global scale

Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency
- Always acts in the best interests of children

QUALIFICATIONS AND EXPERIENCE

Essential

- University degree in education, health, nutrition, social sciences or other relevant field
- One year experience to work/assist for a health and nutrition program implementation
- Willing to travel to project sites
- Good English and Vietnamese written skills.
- Effective communication skills
- Good planning and organizational skills
- Experience in translation and interpretation from Vietnamese to English and vice versa
- Good computer skills

Desirable

- Ability to work in both team-orientated, consultative manner and independently.
- Working experience with teachers and students

Equal Opportunities

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Health and Safety

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Additional job responsibilities

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills

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and experience.

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