

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

JOB TITLE: Project Assistant	
TEAM/PROGRAMME: Health	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: Assist the project staff in administrative, financial, and logistical issues to ensure the quality implementation of Health project activities, <i>focusing on the HHCC project with 100% of LoE</i> . Support communications, and coordination with local partners and SC colleagues in main office and Field Offices	
SCOPE OF ROLE: Reports to: AP3 Project Coordinator Dimensions: None Staff directly reporting to this post: None	
KEY AREAS OF ACCOUNTABILITY: <ul style="list-style-type: none"> • Perform basic secretarial duties including: making appointments for interviews, setting up logistics for travel, organizing meetings, translating/interpreting, taking note at workshop/meetings when required. • Provide logistic assistance for project activities including preparation of training materials, venue, facilities, participant notification & confirmation, arranging travel and accommodation as necessary etc... • Scheduling and coordination of meeting times and venues with implementing partners. • Assist project staffs and the project support officers in Procedures of Finance, procurements and consultant/service contract. • Assist to monitor the submission of periodic narrative and financial reports from project partners. • Maintain Health filing system and library. • Support the whole team in personnel issue and office arrangement (set up seat and arrangement for new staff / team members as required). • Assist the Health team in communication with HO, local project partners, other SC colleagues as requested by the program team. • Help to arrange and develop an itinerary for project visitors, donors, and HO staff when needed. • Translate documents from Vietnamese to English and vice versa when required. • Other tasks as assigned. 	
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 • 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 	

DATE _____

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- 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

- Graduation from college is required at least.
- Having experience to work/volunteer to assist for a health program.
- Effective Communication skills.
- Secretarial skills.
- Experience in assistance of translating health documents and health survey and health data entry (using epidemiology software, such as Epi Inf) is preferred.
- Good spoken and written English.
- Planning and organizational skills.
- Computer – Microsoft Word, Excel, and relevant software for financial and database management.

Desirable

- Ability to travel to project sites.
- Ability to work independently, in small teams and be flexible.

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 and experience.

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