

# Program Assistant, Mekong Program

Tracking Code: 7341

## Job Description

***Please note: Vietnamese nationals are encouraged to apply.***

***Please submit a cover letter with your resume describing your interest in this position and how you meet the requirements. Application materials must be submitted in English and applicants must have legal authorization to work in Vietnam to be considered and confirm this in their cover letter. PATH offers a highly dynamic work environment and provides competitive compensation and benefits based on experience. Salary and benefit package are paid in VND.***

PATH is an international organization that drives transformative innovation to save lives and improve health, especially among women and children. We accelerate innovation across five platforms—vaccines, drugs, diagnostics, devices, and system and service innovations—that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, we take innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. Together, we deliver measurable results that disrupt the cycle of poor health. Working in Vietnam since the early 1980s, PATH established a permanent office in Hanoi in 1997.

The Vietnam country office is committed to respond to community health needs in Vietnam and works in such areas as reproductive, maternal, and child health, TB, HIV, vaccines and immunization, emerging and epidemic diseases, and health technologies. To achieve impact, PATH Viet Nam works across the public and private sectors and focuses on sustainable, system-level changes.

PATH seeks a Program Assistant, based in Hanoi to provide administrative, programmatic and logistical support to implementation of several projects. Key responsibilities and duties include:

- Provide logistical support and liaise with partners to arrange meetings, trainings, workshops, field trips and other travels;
- Provide administrative support for securing all necessary in-country approvals;
- Coordinate with administrative team to arrange travels for project staff, consultants and visitors;
- Assist in ordering equipment and supplies for project sites;
- Provide support to Hanoi-based program staff in the implementation and monitoring of project activities;
- Take notes at meetings and workshops and prepare/distribute timely minutes;
- Organize, assemble, and distribute reports, communication and advocacy materials, and other documents;

- Assist in interpretation and translation of project documents and materials, and formatting of documents and presentations;
- Provide support to team leaders and program staff in the implementation and monitoring of project activities;
- Provide support to financial team in financial management;
- Provide other administrative support as required.

**Required Skills**

- Excellent skills with Microsoft Word, Excel and PowerPoint;
- Excellent organizational skills;
- Good communication skills;
- Proven interpersonal skills and ability to work effectively in a team;
- Excellent written and spoken Vietnamese and English;
- Willingness and ability to travel within Vietnam up to 25 percent per year.

**Required Experience**

A minimum of a Bachelor degree and four years of assistant-level experience with at least one year working on public health programs.

**Job Location:** Hanoi, Vietnam

**Company Location:** Vietnam, Hanoi

**Position Type:** Full-Time/Regular

**Apply:** [here](#)