

Program Assistant

Program Assistant

Duty Station: HCMC, Vietnam

Status: Full time, one year renewable

Application due: 5.00 PM on 15 April 2016

Position Profile:

The Programs Assistant role reports directly to the National Program Manager. The responsibilities listed below are inclusive, but not exhaustive, of the role. It is reasonable to assume that additional tasks will be requested, as and when needed.

Responsibilities:

Primary function

- To carry out program implementation as directed by the program coordinator(s), program manager(s) and / or National Program Manager
- To support the program coordinator(s), program manager(s) and National Program Manager
- To develop and maintain positive relationships with key stakeholders, i.e. sponsors, government departments, school staff, children and parents

Program implementation

- To work with the program coordinator(s) & program manager(s) in planning and implementation across all AIPF's programs and public awareness campaigns
- To provide logistical support on program implementation to the program coordinator(s), program manager(s) and / or National Program Manager where required
- To manage agencies, vendors, suppliers in carrying out implementation
- Program monitoring, evaluation and reporting
- Assist with the monitoring, evaluation and reporting relevant to each program or public awareness campaign, as directed by the program coordinator(s), program manager(s) and / or National Program Manager

Program administration

- Carry out all program related administrative tasks, as directed by the program coordinator(s), program manager(s) and / or National Program Manager to include:
 - Translation of English to Vietnamese and Vietnamese to English
 - Document writing
 - Project database management: study, update, maintenance & filing
 - Data record, report and enter to Activity Info

Qualifications:

- University degree
- At least 2 year experience in related field
- Fluent spoken and written English
- Excellent interpersonal skills
- Excellent communication skills
- Flexible attitude
- Team player
- Enthusiastic
- Honest and trustworthy
- Commitment to AIP Foundation's mission, vision and core values
- A dynamic and professional individual with initiative
- Ability to work well under pressure while juggling multiple tasks simultaneously
- Ability to prioritize with minimal supervision and work independently as well as function as a member of a team
- Advanced computer skills (MS Office applications, including Excel, PowerPoint, statistical software)

Contact and Deadline

The position will be hired locally. Vietnamese nationals with strong English skills are strongly encouraged to apply. International applicants are welcome, but relocation assistance is unavailable.

Applications are due April 15, 2016 with interviews planned for April 20-30. However, please note that due to the urgency to fill the position, applications will be reviewed on a rolling basis and interviews may be conducted before the closing date.

Please submit a one-page cover letter, maximum two-page CV/resume, and three references with current email addresses and telephone numbers using this [webform](#). We will inform you before contacting your references. Please note that all files for attachments are required to be in PDF format.

All applications will be carefully vetted, including working history and background checks.

About AIP Foundation

The Asia Injury Prevention Foundation (AIP Foundation) is a U.S. registered 501 (c)(3) non-profit organization addressing the pervasive and devastating rate of road traffic crash injuries and fatalities in developing countries through a holistic set of programs, with a particular focus on helmet use. Our pillared strategy includes helmet provision (manufacturing, selling, and supplying helmets); public awareness campaigns; school-based and targeted population campaigns; technical assistance,

particularly focused on legislative advocacy and helmet standards; and research, monitoring, and evaluation. Currently, AIP Foundation has a 50-person staff with offices in Hanoi and Ho Chi Minh City, Vietnam; Phnom Penh, Cambodia; Bangkok, Thailand; and Chengdu, China. In addition, we also guide initiatives in Uganda and Tanzania, among others. AIP Foundation funders and partners include a wide variety of public and private donors, including the U.S. Centers for Disease Control and Prevention, FIA Foundation, Atlantic Philanthropies, Safe Kids Worldwide, UPS, FedEx, Intel, Johnson & Johnson, and local government agencies. For additional information, please visit <http://aip-foundation.org/>