

Project Assistant

German Red Cross (GRC) is part of the world wide Red Cross and Red Crescent Movement. As a humanitarian organization, GRC assists victims of conflict and disaster as well as people affected by social or health related crisis. The Red Cross Movement provides assistance to vulnerable people without discrimination as to nationality, race, religious beliefs, class or political opinions and adheres to the seven principles of the Red Cross movement: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. In Vietnam GRC is supporting its local partner, the Vietnam Red Cross (VNRC), to implement projects in the field of Disaster Relief & Rehabilitation, Disaster Risk Reduction & Climate Change Adaptation, Water & Sanitation and Capacity Building.

The GRC is currently looking for a “Project Assistant” (PA) who will support the cooperation with the Vietnam Red Cross (VNRC) in a new **Building urban resilience in Quy Nhon city** project. The project is aimed at improving disaster risk reduction capacities for multi-hazard risks in selected urban areas of Quy Nhon city. The expected results of the project are:

Result 1- At least 7 targeted schools in 5 at-risk urban wards of Quy Nhon have increased knowledge and capacities to understand risks and to effectively prepare for and respond to disasters.

Result 2- Innovative Public Awareness and Public Education for disaster risk reduction, targeting specific vulnerable groups brings about positive, safer behaviour, improved preparedness and social change in at-risk urban and peri-urban areas in the coastal City of Quy Nhon.

Result 3 - Local government authorities and Red Cross from five at-risk urban and peri-urban areas in the coastal City of Quy Nhon, and in two SEA countries have increased capacity through an innovative GIS based preparedness and response (DPR) mapping methodology.

Project

Building urban resilience in Quy nhon city

Sector

Disaster Risk Reduction / Climate Change Adaptation

Reporting to

GRC Disaster Risk Reduction / Climate Change Adaptation Delegate

Contract type and duration

Full-time position for the period of 1 (one) year with a possibility of extension

Location

The position will be based in Quy Nhon city, with travels to other provinces

Nationality

The position is opened for Vietnamese nationals only

Starting date

1st of August 2016

Roles and Responsibilities

- Support in planning, implementation, coordination, monitoring and evaluation of the of the project, particularly in administration and logistics aspects
- Maintain effective communication between partners and ensure good archiving of information
- Participate in regular monitoring visits to ensure quality of the project administration and financial management
- Support the Project Team in ensuring allocation of appropriate and sufficient human resources for effective implementation of project activities
- Provide advice for partners on operational implementation of activities
- Carry out and/ or assist in other tasks as assigned by line-manager

Position Requirements

Education	Required	Preferred
University graduate in a relevant technical discipline	x	
Experience	Required	Preferred
Minimum 2 years of experience working with non-governmental organizations	x	
Experience in capacity building, organising public events or awareness campaign		x
Experience in project monitoring		x
Experience working/volunteering for the Red Cross/Red Crescent		x
Knowledge and Skills	Required	Preferred
Sound knowledge and commitment to participatory approaches in working with government and non-government officials as well as communities and schools	x	
Good communication skills to interact with different level and multi-sector stakeholders	x	
Understanding of Disaster Risk Reduction concept		x
Languages	Required	Preferred
Ability to speak and written English		x
Competencies	Required	Preferred
Ability to work both independently and in teams	x	
Ability to work under pressure	x	
Flexible and willing to travel to project sites	x	

Interested candidates are invited to send their applications consisting of a CV and a letter of motivation to: grc.vietnam.phuong@gmail.com (email only) by **8th July, 2016 at 17:00 (Hanoi time)**. **Please indicate clearly your application subject: "03.DIP.2016 - Application for Project Assistant in Quy Nhon"**.

While German Red Cross appreciates all responses, only candidate under