Job Description

Position: Project Assistant for Livelihoods Extension Service Project

Supervisor: Field Coordinator

Duty station: Tinh Gia district, Thanh Hoa province

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Support the field office with logistic and administrative tasks, such as purchasing goods and services;
- Provide translation of project materials;
- Provide interpretation when required;
- Support field staff with data entry and documentation;
- Other duties assigned by the Field Coordinator.

QUALIFICATIONS & EXPERIENCES:

- A Vietnamese national.
- University graduate in relevant field (English language, social science, etc).
- Minimum of 2 year similar working experience.
- Experience in working in an international NGO context is a plus.
- Experience in working in Thanh Hoa is preferable.
- Strong teamwork spirit, flexibility, commitment, and the belief that no task is unimportant.
- Ability to learn new materials quickly and willingness to learn.
- Strong oral and written communication skills in both Vietnamese and English.
- Good computer skills in using MS Word/ Excel/ Power Point software.