

**SAVE THE CHILDREN  
INTERNATIONAL PROGRAMS  
ROLE PROFILE**

<b>TITLE: Project Assistant</b>	
<b>TEAM/PROGRAMME: Child Right Governance</b>	<b>LOCATION: Ha Noi</b>
<b>GRADE: C</b>	
<p><b>CHILD SAFEGUARDING:</b> Level 3: the role holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p><b>ROLE PURPOSE:</b> Project Assistant works under the guidance and supervision of the Project Manager and in close coordination with partners to ensure effective, efficient and cost-sensitive operations of the “Supporting civil society in Vietnam-Support Right to Education, Civil Culture and Ethnicity Project” in the assigned geographical locations.</p>	
<p><b>SCOPE OF ROLE:</b>  <b>Reports to:</b> Project Manager  <b>Dimensions:</b> Within SCI, partners and others CSOs  <b>Number of direct reports:</b> N/A</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <ol style="list-style-type: none"> <li>1. <u>Program Planning and Implementation</u> <ul style="list-style-type: none"> <li>• Participate in Country Annual Planning and gather necessary information</li> <li>• Support in developing Project Detailed Implementation Plan and provide support for partners in developing their respective Detailed Implementation Plan</li> <li>• Assist Project Officer to produce and submit a quarterly work-plan and progress update to the Project Manager that indicates project activities as well as the PO/PA’s schedule.</li> <li>• Support PO and PM to schedule activities, meetings, and workshops organized in Van Chan, Yen Bai.</li> <li>• Make recommendations on the quality of SC project materials including training manuals, documentation, and other project materials</li> <li>• Support PO to maintain database, records for case studies, photos, and other data for project planning and documentation</li> <li>• Provide inputs for communication materials development</li> <li>• Work closely with the project team and relevant local partners to create and pilot innovative and effective models or approaches that can extensively replicated at provincial, regional, and national scope</li> <li>• Support PO to coordinate all logistical issues for visits, project activities and other related things</li> <li>• Translate relevant project document as requested by PM</li> </ul> </li> <li>2. <u>Finance Management and Budget control</u> <ul style="list-style-type: none"> <li>• Review partners’ financial report and supporting document when requested by PM</li> <li>• Comply SCI and donor requirements on expenditures and provide support to partners</li> <li>• Prepare advance requests and expense claim</li> </ul> </li> <li>3. <u>Monitoring, evaluation, reporting and capacity building</u> <ul style="list-style-type: none"> <li>• Assist in developing needs assessment tools, designing training modules, and conducting training as necessary</li> <li>• Monitor project activities conducted by partners to ensure project activities implemented as per work-plan</li> <li>• Support PO to collect and submit monthly reports that compile the numbers trained and numbers reached in each project sites, achievements, challenges and lessons learned.</li> <li>• Participate in, support and prepare logistics for research, surveys and other monitoring and/or evaluation activities in Van Chan district, as needed.</li> <li>• Propose solutions to address assessed needs and adjust implementation approaches to attain or maintain the highest quality based on assessment and ongoing monitoring and evaluation.</li> <li>• Provide input into reports as requested by the Project Manager in a timely manner.</li> </ul> </li> <li>4. <u>Representational/Coordination/Networking</u> <ul style="list-style-type: none"> <li>• Meet with local partners, school teachers and students of target schools in a regular basis, record minutes, cooperate and collaborate on program design and implementation.</li> <li>• Maintain collegial working relationships with all stakeholders through collaboration and cooperation</li> <li>• Ensure effective communication in order that all partners are well informed on program objectives and activities</li> <li>• Represent the project in workshops and meetings as requested by Project Manager.</li> </ul> </li> </ol>	

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- Actively collaborate with sectoral colleagues in SCI Vietnam to promote shared directions, exchange best practices, and provide assistance.

5. Other tasks as assigned

- Additional tasks will be identified and assigned as needed

**BEHAVIOURS (Values in Practice)**

**Accountability:**

- holds self- accountable for making decisions, managing resources efficiently, achieving 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.

**Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

**Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- 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; demonstrates highest levels of integrity

**QUALIFICATIONS AND EXPERIENCE**

**Essential**

- University degree in economy, education, social sciences or other related fields
- Have at least 3 years experiences working in the development areas, (working with children, especially ethnic minorities ones is preferable).
- Ability to learn quickly and respond to multiple demands
- Positive attitude to working with children in schools, parents, school and communities leaders,
- Knowledge of child participation, early childhood development is a plus
- Excellent communication and interpersonal communication skills
- Fluency in English speaking and writing
- Willing to travel

**Desirable**

- Have experiences working at community level,
- Have experiences in working with education and CSO sectors,

**Date of issue:**

**Author:**