

**SAVE THE CHILDREN  
INTERNATIONAL PROGRAMS  
ROLE PROFILE**

<b>JOB TITLE:</b> Project Assistant	
<b>TEAM/PROGRAMME:</b> Health and Nutrition	<b>LOCATION:</b> Hanoi
<b>GRADE:</b> 3	
<b>CHILD SAFEGUARDING:</b>	
Level 3: The responsibilities of the post may require the post holder to have regular contact with or access to children or young people.	
<b>ROLE PURPOSE:</b>	
This position works under the guidance and supervision of Project Officer and Project Manager to assist the project team in the overall field management of project activities and monitoring effective implementation of Phase 3 of School health and Nutrition (the Project).	
<b>SCOPE OF ROLE:</b>	
<b>Reports to:</b> Project Officer/Project Manager	
<b>Dimensions:</b> None	
<b>Number of direct reports:</b> None	
<b>KEY AREAS OF ACCOUNTABILITY:</b>	
<b>1. Project implementation and monitoring</b>	
<ul style="list-style-type: none"> <li>• Support project team in field project implementation activities;</li> <li>• Assist the project team in the management of partnership agreements, including submission by the partner of financial reports and program reports in line with the agreed procedures of SCI;</li> <li>• Assist the partner to organize and facilitate activities in the partnership agreement;</li> <li>• Support for data collection and inputs requested by Line Manager;</li> <li>• Ensure effective communication in order that the partner is well informed of project objectives and activities;</li> <li>• Assist in developing needs assessment tools and communication materials</li> <li>• Monitor project activities conducted by partners (twenty schools in Ha Dong, Hanoi) to ensure smooth implementation of project activities and produce detailed monthly report.</li> <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; and</li> <li>• Compile monthly activity reports from project staff and share it with Project Manager for monthly review.</li> </ul>	
<b>2. Program administration and finance management</b>	
<ul style="list-style-type: none"> <li>• Review partners' financial report and supporting document when requested by Project Manager;</li> <li>• Provide support to partners on SCI and donor requirements on expenditure;</li> <li>• Prepare advance requests and expense claim;</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> <li>• Coordinate all logistical issues for visits, project activities and other related tasks;</li> <li>• Actively collaborate with sectoral colleagues in SCI to promote shared directions, exchange best practices, and provide assistance;</li> <li>• Assist the project team to arrange project meetings and events, workshop logistics, in collaboration with project staff and admin/logistics staff – includes printing, accommodation, allowances, food, presenter issues, travel etc.</li> <li>• Maintain a photo library, with labels, of activities by location, activities, and date, using photos gathered by project staff;</li> </ul>	

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- Assist Line Manager in preparing needed documents for consultants;
- Support the project team to schedule activities, meetings and workshops organized in project locations; and
- Conduct additional tasks as required.

**3. Additional task assigned**

- Provide general support for health and nutrition include translating documents, support fellowships in their activities

**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**

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**Essential**

- University degree in social sciences or related field;
- Have at least 2 years experience working in the development areas;
- Ability to learn quickly and respond to multiple demands;
- Positive attitude to working with children in schools, parents, school and community leaders,
- Solid English speaking and writing skills;

**Desirable**

- Experience working with children, especially with school and nutrition projects;
- Willingness to travel to project sites to monitor and support local partners to conduct their activities;
- Flexibility and a sense of humour – ability to work, live and thrive in challenging circumstances;
- Have a very high level of personal and professional integrity and trustworthiness;
- Be both self-confident and humble;
- Thrive in a fast-paced and fun environment.

**Equal Opportunities**

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity

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policies and procedures.

**Health and Safety**

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**Additional job responsibilities**

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

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**Author :** Project Manager