

Program Assistant

POSITION SPECIFICATION

Position: Program Assistant

Organization: East Meets West

Location: Hanoi, Vietnam.

Reporting: Program Officer

Contract Duration:

Deadline: February 23, 2017.

Job Summary:

Support to implements and monitors Private Sector Innovation project in Ha Nam. Provides reports to supervisor

Duties & Responsibilities

- Support Program Officer to implement project, conduct monitoring trips to field location to collect data from the field and local partners
- Monitor construction work and verify water household connections in Ha Nam.
- Work with local partner closely to ensure project progress, keep track of disbursement for private enterprises.
- Support in translation of project documents of PSI if needed
- Arrange logistics for meeting with local partners (both national and provincial levels), field visit of donor, implementation and research team, support the consultancy firms in liaison with local partners if needed
- Fill in and keep track of project documentation
- Report to Program Officer on any issues occurred.
- Carries out any other duties that may be assigned from time to time by supervisors.

Work Conditions:

The primary work location will be in the EMW Office, mainly in Ha Nam, with occasional travel to field locations. Travel by public transportation, private vehicles and overnight stays will be required. The ability to travel abroad is required. May be requested to work overtime and weekends for special programs and events.

Qualifications:

- University degree in international studies or related field of study.
- 1-3 years of relevant professional experience.
- Good communication skills (in written and verbal)
- Ability to work independently and team-work.
- Command of Microsoft Office suite is required.
- Good at English.

Procedure for Candidacy

Please send resume and cover letter, or nominations, to: thoi.phan@eastmeetswest.org

Specify “Program Assistant” in the subject line.

Electronic applications only.