

## Plan International in Vietnam Job Description

<b>Job Title: Education Assistant</b>	<b>Job grade: B</b>
<b>Reports to: Program Manager</b>	<b>Working Location: Hanoi (occasional field trips to Lai Chau province and Kon Tum province)</b>
<b>Unit/ Department: Program Support Department</b>	<b>Effective date: July 2017</b>
<b>Staff Directly Supervised (position): None</b>	

**Purpose:** To provide support for the implementation at national and PU levels to achieve objectives of the project funded by Government of Japan with support of Plan International Japan. The project started from October 1, 2016 and is expected to last for 3 years. The employment contract is renewed each year.

### **Job Responsibilities:**

#### **Technical project design and development:**

- Translate project proposal, internal and external reports and other documents related to the project between Vietnamese and English.
- Simultaneous interpretation between Vietnamese and English during discussions and trainings for Project Coordinator, other staff members, and counterparts such as teachers and government officials.
- Draft financial documents including budget breakdown and liquidation reports, following the rules and regulations of Plan International under the supervision of Project Coordinator.
- Arrange logistics and procurement such as accommodation and transportation, for project activities such as a series of educational trainings and field trips to provinces with Project Officer.
- Involve in monitoring and provide support to all related education M&E of the education components under the project.
- Support Project Coordinator and the project team to develop and implement capacity building for partners at all levels under this project.

#### **Liaison and networking:**

- Support communication among offices in Hanoi, Lai Chao and Kon Tum province.
- Collect and consolidate information from PUs and manage databases of project
- Support the project team in networking with other ECCD actors at national level.

#### **Learning and Innovation:**

- Learning and innovation of early childhood and Primary Education from other experiences in and outside of Vietnam
- Studying of project technical guidance to support the project team and partners in project implementation.
- Support the project team in documenting and disseminating the project best practices and lessons learnt

**Qualifications:**

- University graduate preferably in education or related fields
- English language test qualification (IELTS 6.5 or equivalent)

**Experience:**

- Experience in translation and/or interpretation between Vietnamese and English
- Minimum of 2 year experiences with related education program/project implementation, including planning and monitoring of activity outputs (PREFERABLE)
- Working with Government agencies (PREFERABLE)
- Working with children and communities with passion (PREFERABLE)

**Knowledge and skills :**

- Excellent Vietnamese and English skills, both oral and written (Capable of translating spoken and written fluently)
- High level of computer proficiency
- Knowledge of policies and issues related to the early childhood and Primary Education in Viet Nam
- Good interpersonal, influencing, negotiation skills
- Good conceptual and analytical skills
- Ability to build internal and external relationships and network
- Knowledge of practical lobbying and advocacy tools

We have carefully reviewed this Job Description and are satisfied that it fully and accurately describes the requirements of the position.

DIRECT SUPERVISOR  
Name:

Signature

Date

I have read the Job Description and discussed the contents and agreed with my line manager.

JOB HOLDER  
Name

Signature

Date