



## JOB VACANCY- PROJECT ASSISTANT

### Organization Overview

Founded in 2006, Action for the City is a young, dynamic and innovative local non-governmental organization. Our programs focus on three key areas: (i) promoting sustainable lifestyle through behavior change projects at workplaces, neighborhood and schools; (ii) equal employment opportunities and (iii) improving public spaces.

With a growing portfolio of quality projects focusing on urban areas, we are committed to making Hanoi a livable city for all. Examples of our work which include improving public spaces, creating access to environmentally friendly products and adopting sustainable habits at home, workplace and schools are on our website: [www.vidothi.org](http://www.vidothi.org)

### Position Overview

The main purpose of this position is to provide support for activities on “Neighborhood Empowerment in Ha Noi” project and “Organic vegetable production for poverty alleviation and environmental protection, Soc Son District, Hanoi” project.

### Duties & Responsibilities:

Assistant will work with:

#### *1. Project “Neighbourhood Empowerment in Ha Noi” (50% time)*

##### **1. Activity implementation**

- Implementing activities in the project
- Joining training courses by foreign experts
- Attending training meetings of Green Living Club in Hanoi communities
- Assisting logistics for training, meeting and events
- Updating data on server

##### **2. Finance Management**

- Assisting disbursement process of the project and collecting receipts.
- Assisting the accountant in managing finance as required.

##### **3. Information management**

- Writing articles to publicize the project.
- Updating the website
- Collecting information relating to the project
- Updating funding bodies and other interested organizations.

#### **4. Supervision and Evaluation**

- Joining in evaluation and supervision system including developing tools to evaluate and collect data.
- Collecting information for reports
- Saving all information in hard copy and electronic files
- Assisting the project officer in writing mid-term and end-term reports.

### ***II.” Organic vegetable production for poverty alleviation and environmental protection, Soc Son District, Hanoi” Project (40%)***

#### **1. Activity implementation:**

- Joining eco-tours to the farm
- Receiving and answering mail from customers
- Listing customers who order vegetable
- Assisting training courses for farmers
- Joining in field trips
- Translating for customers when required in eco-tours

#### **2. Finance Management:**

- Assisting farmer to calculate bills of customers every month
- Collect money from customers

#### **3. Information Management:**

- Preparing information for writing Newsletters every month
- Updating information on website
- Managing customer information

### ***III. Assisting other projects when required (10%)***

#### **Required:**

- Bachelor’s degree
- Excellent skills with Microsoft Word, Excel
- Good communication skills, active and enthusiastic in the work
- Ability to work effectively in a team
- Excellent written and spoken Vietnamese
- Willingness and ability to travel to community around Hanoi and attending the meetings in the evening at the community.
- Creative and eager to learn new things

#### **Compensation**

The salary for this position ranges from 2,000,000 VND – 2,500,000 VND

#### **Application Procedure**

Please send your cover letter and resume via email by **30arch 2010** to [accd.hr@gmail.com](mailto:accd.hr@gmail.com) with email title: “Your Name\_ PA application”

