

TITLE: Project Assistant	
PROJECT: “Youth address gender stereotypes and promote gender equality”	LOCATION: Ha Noi with travel to project sites in Hanoi, Da Nang, Ho Chi Minh City
GRADE: (please leave this blank)	CONTRACT LENGTH: <i>1 February, 2023 – 31 March, 2024, with possibility of extension</i>
ROLE PURPOSE: Project Assistant is responsible to provide all necessary supports to the implementation of the “Youth address gender stereotypes and promote gender equality” Project in assigned areas. S/he works under the direct supervision of Project Manager, and in close coordination with donors, project team and local partners to ensure timely, effective, efficient and cost-sensitive operations of the project.	
SCOPE OF ROLE: Reports to: Youth Project Manager Staff reporting to this post: None Role Dimensions: Internal stakeholders including Project team, and other departments of CISDOMA, External stakeholders including project’s partners	
KEY AREAS OF ACCOUNTABILITY: 1. Is responsible for programme/project administration and filing <ul style="list-style-type: none"> • A good (soft and hard) filing system of programme/project report and document is set up, maintained and updated • Contact database is set up, maintained and updated • Requested programme/project documents and communication are translated in high quality and in a timely manner • Meetings, travel, and other administrative tasks are efficiently planned and executed 2. Involves in donor servicing <ul style="list-style-type: none"> • Donors and visitors receive sufficient information and get supported • Collection of data/information for donor servicing is done in time. 3. Compiles project documents and reports <ul style="list-style-type: none"> • Project related reports are compiled and written timely and properly when required • Monthly project update report is compiled and sent to Project Manager • Partners’ staff receive sufficient supports in compiling reports and filing information of the specific projects when required • Reports on donors’ field visits are compiled as required • Key functional documents are translated timely and with good quality. 4. Provides administration and support to maintain and update website CISDOMA and project fanpage <ul style="list-style-type: none"> • The website and fanpage are operated well and smoothly • Relevant Information of CISDOMA and the project is uploaded on the website and fanpage timely 	

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling CISDOMA values

Ambition:

- widely shares their personal vision for CISDOMA, engages and motivates others
- future orientated, thinks strategically.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, 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

- University degree in social science, communication or related fields
- At least 1 year of working experience in an NGO environment, preferably in gender equality and communication projects

EXPERIENCE AND SKILLS

Essential

- Excellent analytical and organisational skills, including time management, problem solving, ability to meet deadlines and work under pressure;
- Ability to learn quickly and respond to multiple demands;
- Good understanding of challenges facing vulnerable communities in Vietnam;
- Commitment to humanitarian principles/accountability frameworks, especially for work with vulnerable populations;
- Knowledge of communication is a plus;
- Ability to work effectively with people of diverse backgrounds, to motivate and inspire team work;
- Good in English speaking and writing is a plus;
- Good computer skills, MS office;
- Commitment to and understanding of CISDOMA's vision, and values;

Desirable

- 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

Additional job responsibilities

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

Equal Opportunities

The role holder is required to carry out the duties in accordance with CISDOMA policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

JD written by:**Date:****JD agreed by:****Date:****Updated By:****Date:****Evaluated:****Date:**