

JOB DESCRIPTION

(Apply for National Program Assistant (NPA))

Job Title	:	National Program Assistant (3 posts)
Work base	:	HelpAge International Office in Hanoi, Vietnam (HAIV) Around 35% travel to the field
Contract timeframe	:	From Mar 2023 to Nov 2025 2-month probation (full salary)
Starting date	:	Middle of Mar 2023
Responsible to	:	National Project Officer (NPO) and Finance & Admin Manager/Officer (FAM/FAO)
Relations with others	:	Close working relations with all members in the HAIV team, partner organisations, projects and local partners
Salary scale	:	500 USD per month (full-time, gross) (Equivalent: 11.5 million VND per month)
Benefit	:	Provident Fund (10% of base salary) and Social, Health and Unemployment Insurances
Condition	:	This position is opened for Vietnamese nationals only
Application closing date	:	21 February 2023

Note: This job description is indicative of areas of work. However, given the nature of our work, some adaptations and flexibility are required. Thus, the JD will be modified from time to time, in consultation with the staff involved.

ALL APPLICANTS MUST HAVE THE EXISTING RIGHT TO WORK IN VIETNAM

HELPAGE INTERNATIONAL

HelpAge International is global network of organisations working towards a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. The HelpAge global network is made up of 158 members in 86 countries working to support older people and promote their rights, with programmes managed by hubs in London, Africa, Asia and the Middle East.

The world HelpAge wants to see is one where everyone, whatever their age, can say:

- I enjoy the well-being

- I am treated with dignity
- My voice is heard.

HelpAge International's strategy 2020-2030 promises that by 2030, millions of the older people will enjoy a better quality of life, through improved wellbeing, dignity and voice. We believe that everyone should have the opportunity to live a long and healthy life, experience wellbeing and do what they value.

HelpAge International in Vietnam

HelpAge International in Vietnam (HAIV) – an INGO, the country office of HelpAge International – is a creative and dynamic organisation, working with partners in Vietnam including both government agencies, academies and mass organizations in the sectors of health and care, livelihood, life long learning, community development, community-based disaster risk management, among others, mainly through supporting the establishment and improvement of, and capacity building for Intergenerational Self-help Clubs (ISHCs) and policy influencing.

HAIV is looking for an experienced and qualified Vietnamese national to fill in the position of National Program Assistant (NPA).

The Role

The recruitment of the NPA is to support the implementation of HelpAge projects as assigned by NPO and carry out HAIV administration and account work as assigned by the FAM/FAO.

To provide an excellent support the HAIV team in areas of programme design and implementation, co-ordination and information management to ensure that the HAIV functions effectively and efficiently as needed.

To provide an excellent administrative, financial support to the HAIV team and contribute to the smooth and efficient running of the office, as well.

Key Responsibilities

Programme/project support

- Support the Country Director (CD) and National Project Officer (NPO) to oversee all activities of the assigned project to ensure the project completes and meets the targets, indicators with high quality.
- Support the Country Director (CD) and National Project Officers (NPO) to oversee the maintenance of the Programme/project Team's information systems, both electronic and hard copies. Ensure to file dossiers as HAIV regulation.
- Assist the HAIV Team in preparing and maintaining documents relating to proposals and projects.
- Support the CD and NPO to liaise with the project and partners' staff who are associated with the projects.

- Check and ensure the correctness of narrative and financial reports from project partners.
- Participate in and support the project team in the project's trainings, meetings, monitoring visits and advocacy, capacity building activities
- Be involved in proposal development processes.
- Assist in the preparation process of workshops or meetings of interests to HAIV and participation as required.

Safeguarding responsibilities

- Preventing harm and abuse from our people, operations and programmes, to anyone that encounters our work;
- Reporting all safeguarding incidents they see, hear, hear about or suspect, using our internal reporting mechanism;
- Complying with all safeguarding framework policies and practices;
- Completing mandatory training courses relating to our safeguarding policy framework and comply with HR vetting procedures.
- Reducing the risk of harm and abuse in the field;
- Involving communities in the design of programmes and complaint response mechanisms, be responsible for implementation and review;
- Attending specialist field training on safeguarding as required;
- Maintaining maps of support services for survivors;
- Receiving and responding to complainants/survivors and ensuring that no further harm is done, following a survivor-centred approach, using the principles of psychological first aid, and signposting to relevant local services as needed
- Reporting all safeguarding incidents, they become aware of

Admin and Account/Finance support

- Maintain and administrate advance and settle for project's trip. Ensure the correctness of financial records.
- Be responsible for ensuring all banking is undertaken promptly and bank records are up-to-date and accurate.
- Making payments and liaising with staff and suppliers as necessary.
- Support the FAM/FAO to produce project financial reports, project budgets and forecasts as required, including the detailed budget sheets (DBSs).
- To ensure that financial dossiers and supporting documents is compliant with HelpAge & donor requirement
- Support FAM/FAO in Tax and Insurance works.
- To support the work of audits as assigned
- Support FAM/FAO in all procurement works in compliance with the Procurement Policy
- Responsible for running errands and ancillary purchases e.g. Mailing & Courier, Banking services, Utilities payment. Update the asset and inventory list.

- Facilitate visitors transportation to the hotel, airport and meetings
- To perform other tasks assigned FAM or NPO.

Person Specification

	Essential/ Desirable
Experience of basic office administration	E
Reliable and trustworthy particularly in dealing with confidential matters	E
Systematic and organised approach to work with the ability to multi task	E
Culture awareness and sensitivity; communication and facilitation skills	E
Organisation and work planning skills	E
Able to travel to project sites on a regular base	E
Standard knowledge on financial issues	E
Skill in preparing and maintaining accurate accounting records, financial statements and budgets	E
Skill in maintaining and updating filing systems	E
Strong IT user skills including knowledge of spreadsheets	E
Skill in cash management (cashiering and cash transaction) including cash disbursement and cheque payments	E
A commitment to: working to our values, safeguarding, equal opportunities, respect and dignity, health and safety and data protection policies	E
Intermediate or above level of English	E
Good training and facilitation skills	D
Experience in working with older people	D
Experience in and have a good understanding of development issues, with an active interest in promoting an inclusive and intergenerational approach	D
Basic knowledge of current international accounting, procedures	D
Experience in community based disaster risk reduction (CBDRR) and climate change adaptation (CCA) fields.	D
Being awareness of age, gender and disability issues. Experience in inclusion of age, gender and disability issues in related works	D

Our Values

At HelpAge International we work hard to achieve our goals together as a team with a clear shared purpose. Everyone who works at HelpAge shares our values and are committed to behaviours that demonstrate and support them.

Our values inform how we work together:

Inclusive We respect people, value diversity and are committed to equality.

Impact	We value and recognise the contribution of our staff and network members as we put older people at the centre of everything we do.
Partners	We work alongside network members and others to increase reach, influence and impact. We are committed to a culture of collaboration and building positive relationships.
Learning	We are passionate about learning, accountable and work together to find creative solutions

Equal Opportunities

HelpAge International is committed to creating an inclusive working environment, promoting and providing equal opportunities and respecting diversity in employment. We welcome applications from all suitably qualified individuals regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We encourage and facilitate a flexible working environment.

Safeguarding

Everyone has a role in creating and sustaining a safe and respectful working environment, where no one comes to any harm or is maltreated. At HelpAge we take our responsibilities very seriously and will take action against wrongdoing. We will do everything we can to ensure that we do not engage people that pose a safeguarding risk and will undertake criminal record checks as required.

How to apply:

Please submit your application document consists of:

- A covering letter outlining your suitability for the role that should not be more than 1 page of A4 size
- An updated curriculum vitae (CV), maximum 3 pages of A4 size
- Two referees, including your most recent employers

Please put the covering letter and CV in one file and send by email to recruitment@helpagevn.org and dathq@helpagevn.org by the closing date of 21th February 2023. Please clearly note which position you are applying in your email title.

HelpAge International is an equal opportunities employer.

With a view to minimising our administration costs we are unfortunately only able to contact again those candidates who have been shortlisted for interview and writing test.