

JOB ANNOUNCEMENT

Samaritan's Purse is a Christian humanitarian organization providing aid to hurting people around the world. With a sustainable history working in Vietnam, Samaritan's Purse has developed strong relationships with partners to conduct projects in 6 sectors: health, WASH, education, protection, livelihood and relief.

Samaritan's Purse in Vietnam's projects are being implemented in Hanoi, Quang Nam, the central province of Vietnam, Tra Vinh, the south of Vietnam and across the northern provinces of Lao Cai, Yen Bai and Lai Chau where the majority of people are from ethnic minority groups, often the most vulnerable or marginalized sections of the population.

We are now seeking highly qualified candidate for the following position:

Position Title: Education Project Administrator
Grade: Administrator
Position Duration: From hiring date to March 31, 2024
Duty Station: Hanoi
Reports To: Project Manager

Job Summary:

The Education Project Administrator supports the education program of Samaritan's Purse under the direction of the Education Project Manager. He/she is responsible to support education project activities including initiating, planning, execution, monitoring/evaluation, and conclusion of education activities under the direction of the Education Project Manager implemented in Hanoi.

This position will support and implement project activities such as youth mentoring, life-skills training, character training, financial support management, and conducting extra-curricular events under the direction of the Education Project Manager.

Key Responsibilities:

- **Project Implementation:** Support Project Manager and Project Coordinator(s) with project implementation including conducting activities, coordination, trainings, assessments, monitoring, and evaluation.
 - **Logistical Arrangements:** Prepare logistical arrangements including transportation, accommodations, meals, and supplies for project activities and distributions.
 - **Training:** Assist with training, development of supporting materials, and reviewing partner's training for accuracy and applicability.
 - **Schedule:** Manage timely completion of the project activities under the direction of the Project Manager in coordination with partners.
 - **Procurement:** Utilize established office procedures to ensure the project has the necessary products and/or services to complete work in a timely manner. File and organize procurement documents in the shared drive. Keep inventory of project supplies in storage.
- **Monitoring and Evaluation:** Monitor project activities conducted by Samaritan's Purse and partners. Utilize survey, interview, discussion, and other data collection methods to monitor and evaluate project activities. Ensure activity and project outputs meet defined scope and quality.
- **Reporting and Data Entry:** Data is compiled from surveys, questionnaires, and activities to create

summary of information for input into reports including data software, monthly, and annual reports for review by the Project Manager.

- **Stakeholder, Partner, and Government Relations:** Assist the Project Manager with meetings, communications, and related documentation. Works to foster strong relationships with partnering authorities.
- **Financial management:** Follow internal financial procedures to ensure timely completion of activities in accordance with approved budgets and donor requirements. Collect accurate receipts and supporting financial documents. Create regular financial expense reports for activities. Review partner financial reporting for compliance with internal requirements.
- **Schedule:** Manage timely completion of the project under the direction of the Project Manager in coordination with partners.
- **Procurement:** follow procurement procedures to ensure the project has the necessary products and/or services to complete work in a timely manner.
- **Quality:** Overseeing activities to ensure they meet the quality needs for which it was approved.
- **Communication:** Ensure timely and appropriate planning, collection, creation, distribution, storage, retrieval, management, control, monitoring of project communication, including impact stories.
- **Work Environment:** Nurture a positive work environment and foster a commitment to Samaritan's Purse values and ethics.
- **Team Support:** Samaritan's Purse works as a team to carry out programming and additional responsibilities will be assigned as needed.

Education/Experience Needed:

- Bachelor's Degree in community development, social work or related degree.
- At least 01 year experience working in community development, social work or related field.
- Having experience in project execution or formal training is preferable.
- Strong willingness and passion to see help poor and disadvantaged in Vietnam.

Skills Required:

- Basic English-written and spoken. Fluency in Vietnamese-written and spoken.
- Excellent planning, time management and organizational skills; high level of integrity.
- Comfortable using Microsoft Word, Excel, PowerPoint, and email.
- Ability to travel frequently to remote villages in varying weather conditions
- Humble and mature team player; ability to be flexible and adapt.

Samaritan's Purse in Vietnam is a Christian nonprofit organization. Candidates having working experience in a similar kind of organization will be an advantage.

Please note that Applications will be treated in confidence and cannot be returned, only candidates invited to an interview will be contacted.

To respond to this opportunity, please send your **Cover letter, Samaritan's Purse Application form** (as attached) to hrspvietnam@samaritan.org referencing "Education Project Assistant Opportunity" in the subject title. **Application Deadline: June 30, 2023.**