

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:	Protection Project Administrator
Grade:	Administrator
Position Duration:	From hiring date to 31 March 2024, with possibility of extension
Duty Station:	Hanoi with frequent travel to project locations
Reports To:	Protection Project Manager

Job Summary:

The Protection Project Assistant will support the protection project of Samaritan's Purse International Relief under the direction of the Protection Project Manager. He/She is responsible for receiving direction and preparing for project activities in areas of logistics, supply chain, administration, and training monitoring in Lao Cai and occasionally Lai Chau.

Currently the projects take place in Lao Cai and Lai Chau provinces, yet may shift to other areas. The current components include community based training of human trafficking prevention, safe migration, domestic violence prevention, child protection trainings including Training of Trainer for village leaders, village officials, commune, district, and provincial authorities.

Key Responsibilities:

- **Project Implementation:** Complete project activities under the direction of the Protection Project Manager. Ensure project activities are implemented according to the defined scope, schedule, and quality.
 - **Trainings:** Prepares for and assists with training sessions. Master trainer for Human Trafficking and Safe Migration and Child Sexual Abuse Prevention training and able to lead training for others.
 - **Logistics & Procurement:** Prepare logistical arrangements for project activities. Utilizing established office procedures to ensure the project has the necessary products and/or services to complete work in a timely manner. Ensure correct delivery of project supplies.
 - **Monitoring & Evaluation:** Monitoring activities conducted by SPIR and partners. Conduct surveys and questionnaires. Collect, compile, and file data for trip reports and routine reports using existing systems.
 - **Communication:** Ensure information is clearly exchanged between team members before giving it to partners. Actively communicate with Protection Project Manager to ask any questions relating to the projects.
 - **Stakeholder, Partner, and Government Relations:** Assist the Project Manager and Project

- Coordinator(s) with meetings, communications, and related documentation. Works to foster strong relationships with partnering authorities.
- **Administration:** Prepare documents needed to track project activities, surveys, IC contracts, forms, purchase requests, etc.
 - **Schedule:** Manage timely completion of the project activities under the direction of the Protection Project Manager in coordination with partners.
 - **Financial management:** Perform standardize finance procedures to implement activities. Collect valid receipts and prepare expense reports with high level of integrity.
 - Nurture a positive work environment, fostering a **commitment to SPIR values and ethics.**
 - **Other Responsibilities:** SPIR works as a team to carry out programming and additional responsibilities will be assigned to achieve the goals of our project activities.

Education/Experience Needed:

- Bachelor's Degree in Sociology, Protection, Psychology, Social Work, or related degree
- At least 01 years' experience working in the field of protection or human trafficking prevention
- At least 01 years' experience in project execution or formal training
- Strong willingness and passion to see help poor and disadvantaged in Vietnam.

Skills Required:

- Basic English and fluency in Vietnamese-written and spoken.
- Excellent planning, time management and organizational skills; high level of integrity.
- Excellent communication skills – written and oral.
- Flexibility and adaptability
- Professional maturity: ability to keep the focus of work on the overall goals.
- Must be comfortable using Microsoft Word, Excel, PowerPoint, and email.
- Strong awareness of local culture, customs, and other contextual information.
- Ability to work remotely, under minimal supervision.
- Ability to travel frequently to remote villages in varying weather conditions to carry out project activities.
- Strong understanding of ethnic minority groups and/or ability to speak ethnic minority languages in Lao Cai & Lai Chau is a plus.

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 "Protection Project Assistant Opportunity" in the subject title. **Application Deadline: June 30, 2023.**