

JOB DESCRIPTION

Position: Project Assistant cum Admin

Job Title	Project and Admin Assistant
Direct manager	Project Manager and COO
Report	Direct: Project Manager and COO Indirect: CEO
Department	VietED Center
Time	Full time
Duration	1 year (with possibility for extension)

Introduction:

Viet Rural Enterprise Development Center (abbreviated as VietED Center) is an organization working in scientific technology and community development, founded on 09 August 2010 under Decision No. 364 by the Vietnam Union of Science and Technology Associations (VUSTA) VietED Center is one of the leading organizations in the field of consulting and providing advisory services in the fields of finance, agriculture value chain development, market-linkage, community development, business skills development, brand development and capacity development training to help mitigate poverty, especially in the areas affected by climate change. Our consultants have the experience of working all-across the developing nations in Asia and Africa.

VietED is implementing the GREAT Phase 2 project in 2 provinces: Lao Cai and Son La. Following the success of GREAT Phase 1, there were two financial inclusion pilot programs, one with the Vietnam Bank for Social Policies (VBSP) and one with Lien Viet Post Bank (LVBP). The immediate results of the value chain pilots were positive – a total of 193 first-time borrowers benefitted by accessing loans without any collateral. LVPB has received the principal and interest back for the three-four-month loans; for VBSP, interest payments on the longer-term loans are being paid on time. The VND 700 million credit guarantee issued by GREAT to LVPB was not needed. Learning from Phase 1, GREAT Phase 2 strengthens its cycle with collaboration with 2 banks: VBSP and Agribank, 01 Women

Union, and Lead Firms in order to expand the quantity of loans to women-lead households. VietED Center is seeking a qualified candidate to assist GREAT Phase 2 Project, and other assignments related to admin.

Duties and responsibilities

Project Assistant:

- Work close with and under guidance and supervision of the Project Manager to prepare monthly workplan and report;
- Assist project manager prepare for field trips, including contacting local partners, drafting letters, preparing advance request.
- Assist Project manager and partners to plan and conduct activities to coordinate partners that meet project's goal;
- Develop and maintain networks with relevant stakeholders in the private and public sectors and ensure effective communication and collaboration between the project and stakeholders.
- Organizing conferences, meetings, and surveys following the project's technical proposal
- Develop thematic reports, project summaries, and presentations on project results.
- Support the finance and accounting department to complete the documents for the project's payment and settlement.
- Cooperating with other divisions in the VietED to implement the activities effectively.
- Implementing other activities when required by the Project Manager and/or Vice President.
- To assist in other projects when required by the Managers at Center
- Regularly reporting on activities/events or when required by the Managers at Center.
- Actively work in coordination with the Project Manager (Development Projects) and Operation Managers at VietED Center.
- Other duties as assigned by Direct/Indirect Manager and Board of Directors

Admin:

- Time Management: Planning, organizing, and managing the CEO's work schedule to ensure

that they have enough time to complete important tasks and attend crucial meetings.

- Handling Documents and Information: Gathering, organizing, and preparing documents for meetings, reports, and CEO's decisions. This may include researching information.
- Undertake other duties as may be reasonably required
- Maintain administrative systems in relation to program HR requirements, including but not limited to maintenance of personnel files, timesheets, leave and training records and contact lists
- Assist with the drafting of HR documents and reports

Qualifications

Qualifications include:

- Bachelor's degree in economics, project management, social science or relevant field required.
- At least 1 year of work experience in the expected role.
- Having worked in Non-Governmental Organisation (NGOs) will be an advantage.
- Language: be able to listen, speak, read and understand documents and reports in English

Other requirements:

- Ready to go to the field when required.
- Have good teamwork spirit and skills
- Capable of handling multiple tasks
- Ready to work overtime (in urgent cases are required)

Opportunities/Benefits

- Opportunities to work in a youthful and dynamic environment, to gain experience from partners of development organizations, domestic and foreign enterprises/firms.
- Have full benefits for employees under Vietnamese labor law.

- Tet holiday bonus; Periodic health examination; Annual vacation travel and other benefits based on organizational growth.
- Working time: from Monday to Friday weekly
- Work location: at VietED Center office

How to apply

Applications, consisting of a covering letter, a full CV and contact details for two referees (who will not be approached without your permission), should be sent electronically to Mr. Hoang Dai Duong (COO) at duonghd@vieted.com.vn

Please mark your application “[VEDC] Application for position Project Assistant cum Admin”

The closing date for application is **5pm, June 5th 2024**.