

## Job Description

### JOB INFORMATION

Job Title	Area Program Administrative Assistant	Line Manager Title	Area Program Manager
Grade Level	10	Department/Office	Field Operations
		Work Location	Area Program

### CONTEXT

World Vision is a Christian relief, development and advocacy organization working to improve the quality of life of people, especially children who are marginalized and living in poverty. World Vision helps all who are in need, regardless of their religion, race, ethnicity or gender. As a child-focused organization, WV's work focuses on children, ensuring they are protected and their basic needs are met. World Vision Vietnam (WVV) has been funded from 13 support countries in Europe, Asia, the Americas and Australia. Funding of WVV consists of sponsorship program funding (70%) and Private Non-Sponsorship (PNS)/grants (30%). WVV employs about 400 staff, of which 99% are Vietnamese nationals.

WVV is operating in 14 provinces including Hanoi, Dien Bien, Hai Phong, Hung Yen, Quang Ninh, Thanh Hoa, Ha Tinh, Quang Binh, Quang Tri, Da Nang, Quang Nam, Quang Ngai, Ho Chi Minh, Dak Nong. WVV's Area Program (AP) usually focuses within one administrative district of a province which populated by ethnic minority people with high rates of poverty. A uniqueness of WVV's Development Program Approach (DPA) is that AP team members are based at district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Beside the APs, WVV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

### JOB PURPOSE

This position aims to assist Area Program Manager and team members in implementing the administrative tasks of the AP including procurement, payment, sponsorship services, office logistics for events/visits, etc. He/she is expected to contribute to the effective operations of the AP, in alignment with WVV's strategy and policies.

### MAJOR RESPONSIBILITIES

% of time	Activity	End Results
50%	<p><b>Programs Operations</b></p> <ul style="list-style-type: none"> <li>- Arrange logistics (transportation, accommodation, venue, stationaries, printing, etc.) for AP activities, events and visits under the supervision and support of AP Coordinator</li> <li>- Prepare and track logistic purchase requests on Provision and get support from the Zonal procurement officer to complete the procurement</li> </ul>	<ul style="list-style-type: none"> <li>- Timely and effective logistic and procurement support</li> <li>- Compliance with procurement and financial policies and procedures</li> <li>- Accuracy of MVC support data</li> <li>- Procurement and payments documents kept in order</li> </ul>

	<p>process in alignment with WV's procedures and policies</p> <ul style="list-style-type: none"> <li>- Support DFs/SFs/Coordinators to aggregate information and fulfil orders (creation PO/registration and payment process) for centralized procurement on a quarterly</li> <li>- Support DFs to complete required documents for procurements when needed</li> <li>- Enter the lists of MVC who are beneficiaries of program activities in the MVC support monitoring file/system</li> <li>- Scan the required documents for payment requests to be uploaded on the system and storage purpose.</li> <li>- File necessary procurement and payment documents in order</li> <li>- Procure and pay office equipment and utilities</li> </ul>	
45%	<p><b>Sponsorship service operations</b></p> <ul style="list-style-type: none"> <li>- Arrange logistics (transportation, accommodation, venue, stationaries, printing, etc.) for sponsorship events and visits under the supervision and support of Sponsorship Facilitator (SF).</li> <li>- Support local partners to buy Gifts (belonged to GN) for RC based on approved TOR, follow up and collect photos as well as relevant documents as required.</li> <li>- Contact local partners to follow up progress of correspondences, Child Expression Worksheet to ensure they are in alignment with sponsorship standards</li> <li>- Support SF to track the progress and check the quality of pictures and videos of RC.</li> <li>- Assist SF to track RC and their parents' participation in programming.</li> </ul>	<ul style="list-style-type: none"> <li>- Sponsorship events are completed successfully and effectively.</li> <li>- Meaningful contribution to sponsorship service and sponsorship 2.0 products with high quality and effective.</li> </ul>
5%	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>- Take responsibility for personal security, accurately identify and assess the dangers and respond in the most appropriate way; take all good faith efforts to keep other WVV staff and property secure with guidance and instruction as being trained by WVV</li> <li>- Other tasks assigned by the manager to the team performance</li> </ul>	

**KNOWLEDGE/QUALIFICATIONS FOR THE ROLE**

Required Professional Experience	<ul style="list-style-type: none"> <li>- At least 1 years' experience in administrative assistant</li> </ul>				
Required Education, training, license, registration, and certification	<ul style="list-style-type: none"> <li>- College degree in any field</li> <li>- Motorbike driving licence</li> </ul>				
Preferred Knowledge and Qualifications	<ul style="list-style-type: none"> <li>- Carefulness, proactiveness, hardworking and detail oriented</li> <li>- Proficient use in Word, Excel, PowerPoint and email</li> <li>- Willingness to learn and grow</li> <li>- Willingness to support articulate and demonstrate World Vision's core values in meaningful ways to children and communities.</li> <li>- Basic understanding of and experience in development/humanitarian works would be an advantage</li> </ul>				
Travel and/or Work Environment Requirement	Travel to communes and village within the district of the AP	Physical Requirements	Satisfactory pre-employment medical report verified by medical doctors from licensed hospitals	Language Requirements	Vietnamese: Fully Fluent English: Elementary

### KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for contact	Frequency of contact
AP Manager	Overall guidance and leadership	Daily
AP Team Members	Collaboration	Daily
Government Partners: C-PMBs, VDBs.	Administrative Operation	Daily
Hamlet Facilitators/Volunteers	Administrative operations	Daily

### DECISION MAKING

As per the level of authorities of WV Vietnam

**CORE COMPETENCIES** – For all positions, select the top 3 prioritized competencies from below. Click [here](#) for a quick overview of our Core Competencies.

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Be Safe and Resilient      | <input type="checkbox"/> Build Relationships | <input checked="" type="checkbox"/> Learn and Develop | <input checked="" type="checkbox"/> Partner and Collaborate |
| <input checked="" type="checkbox"/> Deliver Results | <input type="checkbox"/> Be Accountable      | <input type="checkbox"/> Improve and Innovate         | <input type="checkbox"/> Embrace Change                     |

For Management positions only, select the top 2 prioritized competencies from below.

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Model Self-Management | <input type="checkbox"/> Engage, Influence, Lead and Grow Others | <input type="checkbox"/> Run an Effective and Agile Organisation | <input type="checkbox"/> Develop the Organisation for the Future |
|--|--|--|--|